



Kedington & District Branch

Terms & Conditions of Hire

This document and Additional Conditions of Hire (if any) form part of the contract between the Branch and the Hirer of The Legion Hall Haverhill Road Kedington CB9 7NR.

Booking Process:

1. Completing the Booking Enquiry Form and checking the box confirms that all these Terms & Conditions and any Additional Conditions have been read by the Hirer and that they will be complied with. Also, that the Safety & Licensing Information Pack has been received and likewise read and understood.
2. The Hirer MUST be aged 21 years or over at the time of booking.
3. A deposit of £50 is required with each booking in addition to the hire fee. The deposit will be refunded provided the hall is left clean, no damage has occurred, and the hall keys are returned to the key box or nominated person otherwise the deposit will be forfeited.
4. The hire fee must be paid by BACS, Cheque or Cash at TIME OF BOOKING. Cancellation of the booking within 21 days of the hire date will forfeit the Hire Fee and Deposit unless the circumstances are exceptional.
5. When booking the hall, time must be allowed for preparation and cleaning. Hirers must not use the hall outside the booking times. Minimum hire periods may apply see Hire Charges.
6. On receipt of the full hire charge and at least 24 hours before the hire you will be sent an access code to the key box at the entrance. This code is unique to your hiring.

During Hire:

7. The maximum number of people permitted on the premises is 66.
8. The Hirer will be personally responsible for complying with the conditions of the Premises Licence relating to the sale and supply of alcohol and provision of regulated entertainment. In particular the maximum permitted number of people and licensing hours will not be exceeded. Full details are included in the Safety & Licensing Information pack.
9. If the retail sale of alcohol is to take place the Personal Licence Holder must be on the premises for the duration of the period of hire and details of their licence must be provided in the Booking Form before a booking can be accepted.
10. Your event MUST be adequately stewarded at all times and the hirer MUST NOT sublet the premises to another person. If any of the emergency services attend the premises the Booking Secretary must be informed without delay.
11. The position of all equipment should be noted on arrival, as these should be returned to their normal storage positions after use. Chairs must be stacked (5 high) in a safe condition leaning towards the wall. A plan is displayed on the notice board. The Safety Rules for hirers must be adhered to in relation to moving equipment etc.
12. ALL equipment used by Hirers for amplification must be sited in the corner adjacent to the notice board and the single socket below the board used for a power supply.

NO OTHER POWER SUPPLY IS TO BE USED

13. Drawing pins, all types of sticky tapes or similar materials are not to be used to fix decorations to the building fabric. Ties may be used providing they are removed completely at the end of the hire period. In particular the Legion Standards and any photographs or plaques must not be used as fixing points for decorations.

14. If additional heating is required there is an override switch located in the lobby to the right of the double door cupboard. This will switch on the wall heaters in the Hall and one in the Lobby for 15 minutes and repeat as necessary.
15. To avoid a serious risk of fire Mobiles, Tablets and Laptops must not be charged on our premises. If you wish to use these items please ensure they are fully charged on arrival.
16. Toilet rolls are provided but should the dispensers run out, a supply is normally kept in the electric cupboard in the lobby. There is a hoover, broom and other items in this cupboard. Please bring your own dishcloths, washing up liquid and tea towels if you intend to do this activity. A paper towel dispenser is provided.
17. Barbeques are not permitted on any part of the premises without prior approval of the Branch Committee. Full details in the Safety & Licensing Information pack.

Before Leaving:

18. The Hall MUST be left in a clean condition ready for the next hirer. If a cleaner is needed the cost will be deducted from your deposit. It is especially important to ensure that no food residue (crumbs etc.) is left after the hire. Under no circumstances are soiled nappies and the like to be left in the toilet bins. They must be placed directly into the wheelie bin. Any items left from a jumble sale must be disposed of by the hirer and not placed in the wheelie bins.
19. ALL of the hirer's equipment MUST be removed at the end of the hire period. No equipment is to be left over night. This is NOT allowed as it disrupts follow on lettings and cleaning schedules and may encourage break ins. Any equipment in the kitchen cupboards is the property of the RBL and MUST NOT be interfered with. However, the crockery can be used. Any breakages or damage must be notified to the Booking Secretary as soon as practicable. A charge may be made for replacement or repair.
20. On leaving the hall ALL lights and the extractor fan must be switched off. The Lighting panel is in the lobby and the premises left in a secure condition with all windows and doors closed. The outside lights are sensor activated only.
21. The keys to the Legion Hall MUST be returned to Key Box or nominated person immediately after the hiring. Failure to do so will result in forfeit of the deposit.

Other:

22. Failure to observe these rules may result in future applications to hire the hall being refused.
23. The Chairman and Booking Secretary reserve the right to add further conditions or restrictions to any hiring BEFORE accepting a booking. Due notice will be given in writing.
24. Smoking is prohibited by law in all parts of the building. Also e-cigarettes, vaporizers and similar devices must not be used either.
25. The Hirer will indemnify the Royal British Legion against any costs arising from the hire of the premises.