

RET TENDON PARISH MEMORIAL HALL

MANAGEMENT COMMITTEE

REGULATIONS AND CONDITIONS OF LETTING

1. Applications etc.

All applications for the use of halls etc., must be made in writing to the Booking Clerk unless otherwise specified

The person or the organisation on whose behalf the application is signed shall be considered the hirer and no sub-lettings of the bookings will be allowed.

2. Payment of Charges

Details of fees are available from the Booking Clerk. In respect of Saturday evening lets a deposit of £20 must be paid at the time the booking is confirmed and the balance paid at least twenty one days before the let. A provisional booking will be held for no more than 7 days and will be cancelled if the deposit is not paid to the Booking Clerk within that period.

3. Cancellations or Postponements of Lettings

The Committee reserves the right to cancel any letting with reasonable grounds and may refund any fees paid together with any reasonable expenses incurred.

In the event of the hirer cancelling or postponing a booking the charges will be made:

i) Saturday Evening Bookings

14 days or more notice given - Deposit

Less than 14 days notice given - Full fees.

ii) Other Bookings

One month or more notice given - No charge

Less than one months notice - 50% of charge

A full refund less reasonable expenses will be made if the booking is taken up by another hirer

All fees and terms for refunds may be altered at the discretion of the Committee

4. Loss or Damage

The person or organisation in whose name a booking is made shall be responsible for the cost incurred through any loss or damage caused to the buildings, apparatus or equipment or any other articles or fixtures belonging to the committee during the period of the letting. A Deposit of £100 or £50 will be levied as a contribution to any such loss or any other legitimate loss incurred by the Committee. In the event of there being no damage or loss the deposit will be returnable in full.

The hirer shall be liable for and shall indemnify the Committee in respect of any loss damage or injury which may be incurred by or be done or happen to the hirer or any person or persons in their employ or any of their sub-contractors or by or to any other person or persons by reason of the use of the hired premises by the hirer, including the use of the tables and chairs. The tables should be

stacked on the trolley provided and secured with the straps front and back of the tables. (also see item 15)

5. Fire Risk

No naked flames other than lighted candles shall be allowed. All flammable materials shall be treated in accordance with the fire regulations currently in force,

No door fitted with automatic closures shall be fixed open. The door between the Main Hall and the Kitchen must be closed except when in use. All fire exits must be left clear at all times.

6. Contractors and other persons employed by the hirer to supply decorations, fittings, refreshments or other services will be required to remove all their articles and property by the end of the hire period and too observe such reasonable instructions as may be given them on behalf of the Committee in connection therewith. Hirers must instruct such persons accordingly. All rubbish and waste must be placed in the refuse bins provided.

7. Electrical Services.

No alteration or addition to the lighting, loudspeakers, microphone or other electrical services may be made without the permission of the Committee. All such alterations and all equipment used must conform to the fire and safety regulations currently in force.

8. Maximum Occupancy

The accommodation of the Hall is limited to the following numbers:

For a seated performance	80
For other events	120

The hirer is responsible for ensuring that these conditions are strictly observed and must obey all rules and regulations as to the arrangements of seats and gangways.

9. Kitchen Equipment

The provision of refreshments, crockery, cutlery etc., is the responsibility of the hirer. The use of the kitchen, cooking stove, table cloths and water boiler is available on request to the Booking Clerk. An additional fee may be required for the use of certain equipment.

10. Sale and Consumption of Intoxicating Liquor.

No intoxicating liquor may be sold or consumed on the premises without the consent of the Committee and such consent will only be granted in respect of functions where admission is restricted to persons holding tickets of admission obtained other than by payment at the door. It is the responsibility of the hirer to obtain a liquor licence.

11. Hours of Letting

No entertainment is to continue after 11.45 p.m. on Friday or Saturday or 11.00p.m. on any other day except with the previous consent of the Committee.

12. Disorderly or Dangerous Conduct

Any Booking which in the opinion of the Committee may lead to any disorderly conduct may be cancelled by notice to the hirer signed by an officer of the Committee. The hirer during the

engagement shall not allow any conduct contrary to public order or conduct which may endanger any persons in any part of the Hall accommodation or endanger any property of the Committee. The hirer shall ensure that sufficient responsible supervision to maintain control is present at all times

13. Car Park

All vehicles and property are left in the car Park entirely at the owners risk and the Committee accept no responsibility for any loss or damage. Cars should be parked such that no exit or carriageway is obstructed. The Car Park must be vacated within a reasonable time after the termination of the function.

14. Public Entertainment Licences, gaming Acts, Copyright etc.

The hirer shall observe and comply with all necessary conditions of any licences issued by the Local Authority in respect of any public entertainment in the Hall.

The hirer shall observe and comply with the provisions of the Gaming Acts.

The hirer shall not use the hall for any performance which infringes any copyright and shall indemnify The Committee for any costs arising from the infringement of any copyright.

The Committee holds a Local Authority Music and Dancing Licence.

15. Furniture and Cleaning

The hirer shall at the end of a letting sweep clean the floor and return all furniture in a clean condition to its allotted space, with the tables stacked on the trollys provided and secured with the straps front and back, and the chairs safely stacked .

In the event of a refusal to comply with these conditions the hirer, their employees or any person attending the event for which the Hall has been let may be excluded from the premises without relieving the hirer from their obligations in respect of hire charges etc.

The Committee reserve the right to amend or vary these conditions without notice

17. Complaints.

Any complaints arising from a booking should be made to the Secretary to the Committee within seven days of the letting.