

Alverdiscott Community Hall – Terms and Conditions of Hire

General Term and Conditions

1. The signatory of the application shall be the Hirer. The Hirer shall be responsible for the Hall at all times during the hire period and ensuring all Terms and Conditions are complied with.
2. The fee payable for hire shall be calculated in accordance with the charges agreed by the Hall Management Committee. The Committee reserves the right to alter or revise these charges at any time.
3. Hire fees must be paid before the date of hire.
4. The Committee reserves the right, with reasonable notice, to cancel a hiring or withdraw permission for the Hirer to occupy any part of the Hall on any particular date. In this event the Committee will not incur any liability to the Hirer other than return of the fee or part of the fee paid.
5. If the Hirer cancels the hire within 5 days of the event the Committee reserves the right to retain or demand payment for the hire.
6. Bookings are taken subject to the Hall not being required for Parliamentary or Local Government elections. Payment will be refunded for any bookings made prior to the announcement of election dates but the Committee will not be liable for any compensation for any loss incurred by the Hirer.
7. The Hirer's use of the Hall will only include the use of tables and chairs unless prior consent has been given for the use of other equipment.
8. Prior consent must be given if the Hirer requires use of kitchen facilities for the preparation of refreshments. The Hirer will be responsible for ensuring the use of the kitchen is supervised at all times.
9. The use of nails, tacks, pins or any adhesive tape or "Blu Tack" to fix placards to the Hall walls is not permitted.
10. The Hall must be left clean at the end of the hire **and all rubbish must be removed**. The Committee reserves the right to impose a charge for cleaning the Hall if it is left in an unacceptable condition.
11. Any damage to the Hall or any of its contents must be reported at the end of the hire period. The Committee reserves the right to make a charge to replace any broken or damaged items or repair any damage.
12. The Committee will not be responsible or liable in any way for:
 - (a) any damage or loss to any property brought into or left in the premises by the Hirer or any other persons.
 - (b) any loss or injury which may be incurred by reason of the hire
 - (c) any loss due to the failure of utilities, fire, flood or Government restrictions which may cause the hiring to be interrupted or cancelled.

Health and Safety

1. The maximum number of persons using the Hall must not be exceeded. The numbers stated as safe by Police and Fire Officers, and for insurance purposes, are as follows: **seated 100, standing 120**.
2. Smoking or vaping is not permitted anywhere within the Hall.
3. All entrances and exits to the Hall must be kept unfastened and unrestricted throughout the hire period.
4. The Hirer must ensure safety measures are undertaken for the protection of users of the Hall and equipment during the hire period. **This will include adult supervision of young people.**
5. The Hirer must familiarise themselves with the location of fire fighting equipment and fire exits.
6. The Hirer will be responsible for the provision of a first aid kit.
7. No alterations or additions to electrical equipment used in the Hall are permitted without agreement of the Committee.
8. The Hirer must ensure that, at the end of the hire period, the Hall is vacated quickly and quietly and that the Hall is left in a safe and secure condition. This includes ensuring all electrical and gas appliances are turned off.

Licensing

1. The Hall is licensed for the playing of live and recorded music, dance and entertainment during the following times:
Monday to Thursday - 7pm to 11pm
Friday - 8pm to 1am
Saturday - 8pm to 11.45pm
The Hall is not licensed on a Sunday.
2. If the Hirer intends to **sell** alcoholic beverages in the Hall they must apply to **Torrige District Council** for a Temporary Event Notice (TEN). A minimum of ten working days is required.
3. There is a limit to the number of TENs that can be issued for any premises in a year. It is important therefore that, if the Hirer wishes to sell alcohol, they discuss this with the Booking Secretary before confirming their booking.

APPLICATION FOR THE HIRE OF ALVERDISCOTT COMMUNITY HALL

This form must be completed, signed and returned to the Booking Secretary, wherever possible two weeks before the date of hire. The Hirer to keep a copy for their records.

Name of Organization (where appropriate).....

Name of Hirer.....

Address

Contact telephone number.....

Date(s) of Hire

Agreed charge.....

The Hirer must agree to comply with the Terms and Conditions set out in this document and any additional conditions as laid down by the Hall Management Committee.

Signature of Hirer..... Date.....

Please return the signed form to:

David Potter
Webbery Cross Cottage
Webbery
Bideford
EX39 4PU

Cheques should be made payable to: **Alverdiscott Community Hall**