

WRESTLINGWORTH MEMORIAL HALL

DAMAGE DEPOSIT

The Hirer will pay a damage deposit at the time of booking of £60 (for non regular users) or £30 (for children's parties).

Please make payment to: Lloyds Bank
30-90-79
31896660

A/c name: Wrestlingworth Village Hall, now known as Wrestlingworth Memorial Hall

The damage deposit will be returned to the Hirer (within 28 days) if the following conditions are met

- 1 All rubbish is removed following the hiring.
- 2 The hall is left, as found - clean, tidy and fit for the next user to come in.
- 3 No damage has been caused to the premises and/or contents during the period of hire.

Where these conditions are not met the Hirer will forfeit all or part of their damage deposit as determined by the management committee.

If your deposit is paid by bank transfer, please supply your bank details for return of the deposit.

Ac name:
Sort Code:
Ac number:

PAYMENT

The Hirer, on receipt of an invoice, will pay the Rental fee in full, to the Treasurer, a minimum of 7days before the letting commences.

For a late booking, payment will be made to the Letting Secretary, on the day the booking is made. A statement of account confirming payment will follow.

I understand and agree to the above conditions with regard to the use and hire of the Memorial Hall on the following date(s):-

Signed

Individual Hirer/Organisation Representative

WRESTLINGWORTH MEMORIAL HALL

CONDITIONS OF HIRE

For the purpose of these conditions the term HIRER shall mean individual hirer, 18 year or over or, where the hirer is an organisation, a responsible member, 18 year or over, of that organisation.

STANDARD CONDITIONS

- 1 The hirer, during the period of the hiring will remain on the premises at all times. They will be responsible for the supervision of the premises, the behaviour of all persons using the premises and the supervision of the car parking arrangements to avoid the obstruction of the highway.
- 2 The Hirer will only use the premises for the purpose as described in the hiring agreement, and will not sub-let or allow the premises be used for any unlawful purpose.
- 3 The Hirer will not do anything, or bring onto the premises anything, that may endanger persons or render any insurance policies invalid.
- 4 The Hirer will be responsible for obtaining licences needed, for the sale or supply of alcoholic liquor. They will not allow the consumption, on the premises, of such liquor without the appropriate licences.
- 5 The Hirer, while on the premises, shall not contravene the law relating to gaming, betting and lotteries.
- 6 The Hirer will comply with all conditions and regulations made in respect of the premises, by the Fire Authority, Local Authority or otherwise, particularly in connection with any event, which includes public dancing or music, other similar public entertainment or stage plays.
- 7 The Hirer, if preparing, serving or selling food will observe all relevant food, health, and hygiene legislation and regulations.
- 8 The Hirer will ensure that any electrical appliances brought on to the premises shall be in good working order and used in a safe manner.
- 9 The Hirer will indemnify the committee for the cost of any damage, (to the building or contents) which incurs during the period of hire, that is not recoverable from any insurances in force.
- 10 If The Hirer wishes to cancel the booking before the date of the event the question of payment or the repayment of the fee shall be at the discretion of the committee.
- 11 The Hirer shall ensure that the minimum of noise is made on arrival and departure, and not cause nuisance to neighbours.
- 12 The Hirer will not allow dogs, (except guide dogs) onto the premises
- 13 The Hirer, at the end of the hiring, will leave the premises and surrounds in a clean and tidy condition, will replace any contents temporarily removed from its usual position, and lock and secure the premises.
- 14 The committee reserve the right to cancel a hiring, in the event of the hall being required for use as a Polling Station. The Hirer will be entitled to a refund of any damage deposit or fees paid.

- 15 In the event of any part of the hall being rendered unfit for use for which it has been hired, the committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- 16 The Hirer will ensure that any activities for children under eight years of age comply with provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
- 17 In advance of the Letting the Hirer will check the following items
- For emergency purposes the Hirer has a mobile phone that connects to a network
 - The location and use of the fire equipment
 - That all escape routes are free of obstruction and can be used safely
 - The method of operation of the escape door fastenings
 - That all fire exits are unlocked and panic bolts are working
 - The fire door to the boiler cupboard is shut
 - That there are no obvious fire hazards on the premises
- 18 The Hirer will take the following action in the event of fire
- Evacuate the Hall and assemble on the footpath to the right of the hall
 - Call the fire brigade. The nearest public telephone box is on the corner of Potton Road/High Street. The Hall address is Church Lane Wrestlingworth SG19 2EU
 - Give details to the management committee
- 19 There must be minimum of two competent attendants, both 18 years or over on the premises during the period of hire, to assist people entering and leaving the premises. Attendants must be instructed in their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons and children, the location and use of the fire fighting equipment available, how to call the fire brigade and the evacuation procedures.

MEANS OF ESCAPE

- 20 All exits from the premises must be kept free from obstruction and immediately available for instant free exit.

DANGEROUS PERFORMANCES

- 21 Performances involving danger to the public must not be given.

EXPLOSIVE AND FLAMMABLE SUBSTANCES

- 22 Flammable substances must not be brought into, or used on the premises.
- 23 No internal decorations of a combustible nature shall be erected without the consent of the management committee.

HEATING

- 24 No additional heating appliances shall be used on the premises without the consent of the management committee.
- 25 Portable liquified propane gas (LPG) heating appliances must not be used.

CAPACITY

27 No more than 110 persons shall be allowed in the hall during the period of hire

ADDITIONAL CONDITIONS TO COMPLY WITH THE PUBLIC ENTERTAINMENTS LICENCE Under schedule 1 Local Government (Miscellaneous Provisions) Act 1982.

CAPACITY/HOURS OF OPENING

- 1 The number of people on the premises must not exceed 110
- 2 The premises can only be used for public entertainment :-
On Mondays, Tuesdays, Wednesdays, Thursdays and Saturdays, between 09.00hrs and 24.00hrs.
On Fridays, between 09.00hrs to 01.00hrs.
On Sundays between 12.00hrs to 24.00 hrs.

CONDITIONS

- 3 The hirer, a person 18 years or over, must be on the premises at all times and agrees to accept responsibility for being in charge when the public are present and for ensuring that all conditions of the Public Entertainment Licence are met. (A copy of which is available for inspection, upon request).

Explanations

Standard conditions of Hire apply to all hirers, regular bookings or otherwise, including private events/parties (where the public are not invited)

Additional Conditions for Public Entertainment will also apply, when you intend to entertain the public.