

# **Roxton Village Hall Terms and Conditions**

## **The Hirer is responsible during the whole period of hire for making sure that:**

Use of premises, namely the building, its fabric and contents, its access, car park and surrounding land, is fully supervised to keep those premises safe from damage or change of any sort.

All Fire Doors remain unobstructed.

Behaviour of all persons, whatever their capacity, using the premises, remains under control.

No excessive noise occurs during the hire.

A minimum of noise is made by any person on arrival or departure particularly late at night or early morning.

## **The Hirer is responsible at the end of the hire for making sure that:**

Everything is left clean and tidy with rubbish removed.

All equipment, chairs and tables have been returned to storage positions tidily.

The premises are cleared of people, all lights & heating switched off and windows secured.

Any functions that use music must cease by midnight on Saturday nights.

The hirer must ensure that the maximum authorised capacity of the hall and lounge is not exceeded.

The hirer must ensure that all exits are kept clear of furniture and that no persons obstruct these exits during the hire period.

The exits must remain illuminated at all times after dark.

The hirer must familiarise him/herself with the fire precautions and the location of the extinguishers and exit doors.

The hirer must ensure that persons under the age of 18 do not buy or consume any alcoholic drinks whilst on the premises.

After the function, the hall must be left tidy i.e. as found, unless prior arrangement has been made with the caretaker for her to complete the cleaning.

## **Insurance**

The premises are insured against any claims arising out of its' own negligence and its public liability cover extends to cover non-profit making, i.e. non-commercial hirers.

Items stored by any Hirer in the building are not insured except by prior arrangement with the Committee that is confirmed in writing by the Committee A Commercial Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of' the hire.

The Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The Committee may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit.