



# TATWORTH MEMORIAL HALL Registered

## Charity 304651

### CONDITIONS OF HIRE

1. The person who signs the hiring agreement shall be responsible for its proper and orderly use and for leaving the Hall in a clean and tidy condition. The hirer will be liable for any damage done to the Hall or contents or any loss of Hall property. The Management Committee reserves the right to request a returnable deposit of up to £100 from which the cost of any repairs or replacements will be deducted
2. The Hall must be left in the same conditions as it was found. All waste and cardboard must be taken away. The Management Committee reserves the right to charge the hirer for any excess cleaning costs following a hiring.
3. The conditions of the Hall's Premises Licence issued by South Somerset District Council apply to all hiring's and are displayed in the main Hall foyer, these include maximum numbers permitted to attend events.
4. The Management Committee will not be held responsible for any accident or injury, other than their legal liability nor for any damage to or loss of property, suffered by persons present in the Hall, Hirers are reminded of their legal duty of care. particularly to children, vulnerable adults and to the elderly and frail. Any organisation using the HALL which provides activities or services for children must have the necessary registration and checks in place as required by Child Protection Legislation,
5. Bookings made by persons under 21 years of age must be supported by a guarantor who will accept full responsibility for the conduct of the hirer and any financial consequences. (A separate advice leaflet in holding teenage parties is available)
6. Any accident must be recorded in the Accident Log Book located in the kitchen whether or not injury is suffered. (located in first aid box)



7. The Management Committee or the Chairman acting on its behalf has the right to refuse admission to any individual or to refuse any application for hire without giving a reason, Any Management Committee member has the right of entry, at any time, during the hiring.
8. The consumption and/or sale of alcohol must be strictly in accordance with current licensing conditions. Hirers must consult the Booking Secretary (01460220522) at the time of booking,
9. Cars must not be parked so as to obstruct the entrances to the Hall and car park. Bicycles must not be brought into the building.
10. Children are not allowed to enter the kitchen unless an adult is present.
11. Dogs and other animals must not be brought into the hall, except with the express permission of the Management Committee.
12. Emergency exits must be kept free of obstruction at all times. Fire extinguishers must not be moved from their designated places.
13. Portable appliances burning liquefied petrol, gas or fuel oil, or electric heating appliances must not be used in the Hall. Flame and explosives are not permitted in the Hall. Smoking/ vaping is not permitted.
14. Hirers intending to use any recorded music or the radio are reminded of their legal duty to obtain a Phonographic Performance Licence (PPI.) if appropriate.
15. Problems or damage to Hall property must be reported immediately to the Chairperson, Anne Goody (1460 239434) and recorded in the Maintenance log in the kitchen or the Hoskin's Annexe.
16. Hire charges must be paid to the Treasurer, Andrew Spiller, (1 Cuffs Mead, Forton, Chard, TA20 2NQ) Payment by BACS to Tatworth Memorial Hall (or your name) Sort code: 309240 Account number: 00349754, or by cheque at the time of hire. quarterly in the case of block bookings.
17. The Management Committee reserves the right to charge the hirer for any session cancelled with less than 48 hours' notice.
18. It is the responsibility of the hirer to ensure that providers of Bouncy Castles and other apparatus have appropriate insurance.



19. The advertising of events at the Hall by means of fly-posting is illegal, Hirers must not fly post coming events. The Management Committee and the hirer are both at risk of prosecution and liable to heavy fines.

16. Before leaving the Hall it is the hirer's responsibility to ensure that:

- All internal and external doors and windows are shut.
- All Lights and electrical appliances are switched off.
- All taps and the oven are turned off.
- All heaters in the main hall are switched off

Hirers are advised to keep all external doors shut once the session is under way.

Please think of our neighbours and leave quietly at the end of your session.

PLEASE NOTE: The word "Hall" includes the main ball, kitchen, toilets, store rooms, Cozens' Room, Hoskins' Annexe, car park and Trust land.

Revised July 2012