**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 hirings 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 on 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.

**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 (01460 220339) 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 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 (PPL) if appropriate.

**15.** Problems or damage to Hall property must be reported **immediately** to the Chairman, Maggie Bradshaw (01460 351549) and recorded in the Maintenance Book in the kitchen.

**16.** Hire charges must be paid to the Treasurer, Nick Bernard, Sunnyside, Chilson

 Common, South Chard TA20 2NS within 14 days 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.

**20.** Before leaving the Hall it is the hirer’s responsibility to ensure that:

* all internal and external doors and windows are shut and the security shutters are down
* 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 hall, kitchen, toilets, stage, store**

 **rooms, Cozens’ Room, Hoskins’ Annexe, car park and Trust land.**

 **Revised March 2017**