

CONDITIONS OF HIRE BOOKING FORM LEAFET

1. THE HIRER agrees to ensure the premises are used solely for the purpose stated on the Booking Form.
The following booking conditions apply:
 - a. THE HIRER agrees to pay the deposit at the time of booking. The deposit is returnable after the hire date provided all the conditions of hire have been complied with. THE ASSOCIATION reserves the right to withhold all or part of the deposit accordingly.
 - b. THE HIRER agrees to pay the total hire fee 30 DAYS preceding the hire date. FAILURE TO DO SO MAY RESULT IN THE CANCELLATION OF THE BOOKING, WITHOUT NOTICE, AND NON-RETURN OF THE DEPOSIT.
 - c. THE ASSOCIATION shall determine the hire fee. THE ASSOCIATION reserve the right to vary the fee and/or conditions of hire without prior notification. Hire Fee rates and conditions applicable at the time of receipt of deposit will be honoured.
 - d. The hire fee shall be determined by THE ASSOCIATION, who reserve the right to refuse any booking without stating its reasons and to transfer a regular booking to an alternative date subject to 14 days' notice.
 - e. IN THE EVENT OF CANCELLATION BY THE HIRER, DEPOSITS WILL NOT BE REFUNDED.
 - f. Rectangular tables included in the hire fee. Eight round tables (seat 10 per table) available at the additional cost of £5.00 per table.
2. Due to current legislation, smoking is not permitted on these premises. It is the responsibility of THE HIRER to ensure that guests are aware of and adhere to this legislation.
3. Barbecues or cooking activities involving the use of flame must not take place within the premises or in locations where the building or its occupants could be put at risk.
4. Portable Liquefied Petroleum GAS (LPG) heaters or burners must not be used or kept on the premises.
5. Pyrotechnics, including bomb tanks, maroons, smoke effect, vapour effect, naked flame and fireworks, lasers, stroboscope light or firearms or explosives of any sort are not to be used on, within, near or around the premises.
6. THE HIRER must allow free access to the premises at any time during the period of hire to Officers of THE ASSOCIATION, Police Officers, or any person or body having a statutory power to enter the premises on demand. In connection with this condition, clear and convenient roadway access to and from the hall entrance and car park must be maintained at all times and THE HIRER must make arrangements to bring these conditions to the attention of all guests or customers.
7. Although THE ASSOCIATION will endeavour to provide the accommodation and facilities specified on the booking form, it will not be liable for any losses in the event of cancellation of the booking by THE ASSOCIATION or THE HIRER.

8. Any apparatus or equipment belonging to THE HIRER, his guests, or customers, are the sole responsibility of THE HIRER and must be removed immediately at the termination of the hire period unless otherwise agreed by THE ASSOCIATION. Any costs incurred in removing and disposing of items, or replacing said items, shall be the sole responsibility of THE HIRER. THE ASSOCIATION reserve the right to remove and dispose of any items left on the premises after the hire period without any claim for loss or damage.
9. The maximum number of people allowed in the premises at any one time is 160. This number **MUST NOT BE EXCEEDED**.
10. THE HIRER understands and agrees that the use of the premises and its equipment is at THE HIRER's own risk. No responsibility can be accepted by THE ASSOCIATION for any loss, damage, or injury incurred by any person using or on the premises for any reason whatsoever.
11. In the interest of safety, THE HIRER must mop up any spillage or moisture as soon as it occurs.
12. THE ASSOCIATION do not provide any First Aid equipment and THE HIRER should make their own arrangements.
13. To prevent excessive noise from the hall being a nuisance to the nearby residents, the hall is fitted with the following equipment:
 - a. **NOISE LIMITER:** shows a warning light when the noise level within the hall reaches a pre-set level. If the noise limit continues to exceed the limit, power to ALL sockets within the premises will automatically **BE CUT OFF**. The power will be re-instated after a short interval.
 - b. **SENSORS ON FIRE DOORS:** will cut off the power to all sockets if any of the Fire Doors are opened. Power will be re-instated when the doors are closed.
 - c. **TIMER:** will **CUT POWER** to all sockets within the premises at 23:00. If, for technical reasons beyond the control of the Committee, this does not happen it is the responsibility of THE HIRER to ensure that the music is terminated at 23:00. D.J.s or bands should be made aware of the above.

Deposits will not be returned if the noise limiter is over-ridden or by-passed in any way.