

# THE CROWCOMBE HALL

## Standard Conditions of Hire

Registered Charity No 1087742

If the Hiree is in any doubt as to the meaning of the following, the Hirer, ie the Hall secretary or authorised representative, should be consulted.

For the purposes of these conditions, the Hiree shall mean an individual Hiree, or, where the Hiree is an organisation, their authorised representative. The Management Group shall mean the Management Group of The Crowcombe Hall.

### 1 Prior to the Hiring

- a Payment. A deposit of 25% of the full booking fee must be paid at the time of booking to secure the dates and time required. The balance of the booking fee must be paid not less than fourteen (14) days before the date of hire.
- b An additional £200 deposit is required when booking weddings, parties or similar events. Breakages, damage to the property or its equipment, or leaving the facility or its surrounding area in a dirty or untidy condition, failing to secure the building when leaving or vacating the facility beyond the agreed letting period, will result in all or part of the deposit being forfeited.
- c If the Hiree cancels their booking and the Booking Secretary is unable to arrange a replacement booking, the cost of the hiring, less the 25% booking deposit will be refunded. In the event of a replacement booking being secured, a full refund will be made.
- d The Management Group reserves the right to cancel this Hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or if, in the opinion of the Management Group, it has been misled in the Hiring application or if, in the opinion of the Management Group, the hiring is likely to cause a breach of statutory regulations. In the event of such a cancellation the Hiree shall receive a full refund of any monies paid. The Management Group will not be liable to make any further payments to the Hiree.
- e If the Hall or any part of the facility has been rendered unfit for the use for which it has been hired, a full refund will be made to the Hiree. The Management Group shall not be liable to the Hiree for any compensatory payment beyond this refund.
- f The Hiree shall not use the premises for any purpose other than that described in the hiring agreement, and shall not sub-hire or use the premises, or allow the premises to be used, for any unlawful purpose, or bring onto the premises anything which may endanger the same, or render invalid any insurance policies.
- g The Hiree shall be responsible for obtaining such licences as may be needed and for the observation of any stipulated conditions.
- h The Hiree shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or stage plays or other similar public entertainment.
- i The Hiree shall not carry out or permit fly-posting or any other unauthorised advertising of the event and shall indemnify the Management Group against all actions claims and proceedings arising from a breach of this condition.
- j The Hiree shall ensure that the use of any electrical equipment and/or appliances neither owned nor provided by the Management Group is sanctioned by the Booking Secretary before the hiring. The Management Group does not accept any liability arising from the contravention of this requirement.

k The Management Group has public liability insurance. Any additional insurance must be arranged by the Hiree. Hirees should note that removable property belonging to the Hiree is not insured by the Management Group.

L. Entrance is via electronic keypad. User will be issued with code B4 the booking

## 2 During the Hiring

### a Car Parking

Due to the conditions of the license for the Hall and increased traffic now moving through Crowcombe, the committee requires that the hiree provide a person or persons to assist in the correct parking of cars before a function. **High visibility jackets** will be provided for this purpose and we would request that cars are not parked immediately outside the hall by the steps. This is for access for emergency vehicles only. If the car park becomes full please could cars park on the left hand side of the village street with **NO** double parking or parking on grass verges.

b The Hiree will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, protection from damage, however slight, and the behaviour of all persons using the premises whatever their capacity. In particular, The Hiree will ensure that all Fire Exits remain free of any obstruction at all time.

c Hirees will not be provided access to the premises prior to the agreed time of commencement of the hiring period. **All functions must close by 11.30pm and the premises cleared within 30 minutes of that time.** It is the responsibility of the hiree to ensure this requirement is met.

d The Hiree will ensure that no dogs (other than guide dogs for the blind) are brought into the Hall without the express permission of the Booking Secretary.

e The Hiree will ensure that the minimum of noise is made on arrival and departure, and that the volume of noise emanating from the premises shall not cause nuisance or annoyance to the neighbourhood; that no exhibition recitation acting singing or dancing which is objectionable or offensive to public feeling should be allowed, and that good order and decent behaviour is maintained.

f The Hiree shall, if preparing serving or selling food, observe all relevant food health and hygiene legislation and regulations.

g A number of fixing points have been provided should the Hiree wish to hang posters balloons etc. No other nails screws or adhesives are to be used.

h The Hiree shall not permit the use of fireworks or Chinese Lanterns. All candles must be placed in fireproof receptacles.

**i There is a strict no smoking policy throughout the building.**

j At the end of the hiring, the Hiree shall be responsible for leaving the premises and surrounding area in a clean and tidy condition with all rubbish, waste food, bottles, confetti, bunting, balloons, surplus jumble equipment etc removed from the premises. Furniture and equipment belonging to the Crowcombe Hall must be returned to the storage area designated in a clean and tidy condition. All electric lights and water taps must be switched/turned off and the building locked and secured unless directed otherwise.

K. There will be a hirers folder, with useful information and phone numbers, placed in the kitchen and Quantock room.