

CONDITIONS OF HIRE – NUTLEY WAR MEMORIAL HALL Revised March 2019

1. The Person hiring the hall, whether an individual or representative of an organisation, must be at least 18 years of age. He/she will be responsible throughout the period of the Hire for the supervision of the premises and for the safety of the fabric of the building, including walls, doors, windows, woodwork and associated fittings. He/she will be responsible for the conduct of persons using the premises whatever their capacity, including the supervision of car parking arrangements and avoidance of obstruction of the public highway
2. The Hirer must not use the premises for any purpose other than that described in the Hiring Agreement. Activities involving danger to the public are not permitted. Hiring of the hall for holding eighteenth birthday parties is expressly not permitted. Any bookings subsequently found to be for this purpose will be cancelled. If it is apparent that an eighteenth birthday party is taking place in the hall the hirer and guests will be asked to leave
3. The Trust's public liability insurance provides cover for injuries or damage arising from a defect of the premises or of the contents of the building. **There is no cover against any injury or damage arising from any action or negligence on the part of the Hirer.** Hirers should therefore note that they must accept responsibility for adequate supervision and for arranging suitable cover for any personal accidents, third party claims, loss or damage to the Hirer's possessions or any other loss or damage resulting from the hire to the Hall, its furniture, equipment or fittings.
4. Decorations of a highly combustible nature (e.g., candles, polystyrene mesh or gauze) may not be used on the premises. Decorations may be attached only to the decorative trees on the interior walls, for which purpose they have been provided. The use of drawing pins, tacks, Bluetack or adhesive tape on the walls and woodwork is not permitted.
5. Large inflatable items, such as Bouncy Castles, are not allowed in the Hall building.
6. Loud music after 11pm is not allowed and all music has to stop at 11.30pm.
7. Explosives, flammable substances and lights, strobe lighting and lasers may not be used on the premises.
8. No unauthorised heating appliances may be used.
9. SMOKING is not permitted anywhere on the premises.
10. Deeply treaded trainers or boots, stiletto heels or any footwear likely to damage the floor must not be worn. Correct and appropriate footwear must be worn for all sports activities.
11. POWER CABLES laid over the floor must be covered with purpose-made rubber covers. The use of parcel tape or other means of securing cables is forbidden by Health & Safety regulations.
12. FIRE REGULATIONS LIMIT THE NUMBER OF PERSONS IN THE HALL AT ANY ONE TIME TO 160 SEATED OR 145 STANDING OR DANCING. The Hirer must ensure that the exits are unlocked and panic bolts in working order; that all exit doors are unobstructed and can be used safely; that exit signs are visible; that there are no obvious fire hazards on the premises (e.g., lighted candles, fireworks). He/she must be familiar with the Evacuation Plan which is posted on the Hall bulletin board.
13. AT THE END OF THE HIRING the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, and all equipment and furniture properly replaced. All property, equipment and materials belonging to the Hirer, including refuse, must be removed from the premises. The Hirer must notify the Caretaker upon departure. The Trust reserves the right to make an additional charge if these conditions are not met.

14. Hirers wishing to use the STAGE LIGHTING must make their own arrangements for setting and operating the lights. The Caretakers have the names of technicians who may be able to assist provided they are given adequate notice.

15. CANCELLATION OF BOOKINGS: if the Hirer wishes to cancel a booking before the date of the event, and gives not less than 28 days notice, a half charge will be payable. The half charge will be waived if the Trust is able to make a replacement booking. If less than 28 days notice is given, the full charge is payable. The TRUST reserves the right to cancel the booking if any circumstances outside its control render the hall unusable (e.g. a power cut, damage to the building or fittings), or if the Hall is required for use as an election Polling Station. In this event the Hirer will receive a full refund of any monies paid in advance.

Part 1 of 2 Please read Part 2