

BOOKING CONDITIONS

Any person booking the Hall will be expected to conform to the following booking conditions, to the Fire Regulations and any conditions imposed by the Licensing Authority.

1) The Hall may be rented by any adult or on behalf of an organised group. The Booking Secretary is responsible for all bookings, and can accept bookings without reference to the Committee. Any application may be referred to the next ordinary meeting of the Committee for acceptance or rejection. Any event requiring a licence not already held by the Committee must be approved by the Committee. Provisional bookings must be confirmed within three days. All activities must be supervised by an adult for the whole of the time that the Hall is occupied.

2) All activities at the Hall during the period of the hiring are the responsibility of the Hirer, who must obtain any additional licences required. (A Justices Licence is required if any alcoholic beverage is sold, or is given to people who have paid for admission or a meal. The Hall Committee hold Music and Dancing and Stage Play licences.)

3) The hirer must conform to the Fire Regulations posted in the Hall.

4) The Hirer is responsible for the premises during the period of the hiring, for securing the premises and turning off the heating and lights.

5) The keys are held by the Booking Secretary and must be returned as soon as possible.

6) Rents are fixed by the Committee and must be paid to the Treasurer. Bookings cancelled at short notice may be charged for if the Committee so decide.

7) All tables and other furniture and equipment must be put away after use. The Hall must be left clean and tidy. Anything brought into the Hall must be taken away. Food scraps and other rubbish attractive to animals must be taken away. Damage other than fair wear and tear may be charged for.

8) The normal hire periods are

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| Morning | before 1-30 pm |
| Afternoon | between 1-30 pm and 6-30 pm |
| Evening | between 6-30 pm and 11-30 pm |

THE HALL MUST BE VACATED BY 11-30 PM.

9) All rooms used must be booked and will be charged for. The Booking Secretary is the only Officer who can say whether additional rooms are available for use.