

# ROSSETTI HALL

## Terms and Conditions of Hire

### Pre-hire

1. The name and signatory on the Booking Form will be deemed to be the Hirer and must be over 18 years of age. A Signature on the Booking Form will imply that these Terms and Conditions of Hire are accepted.
2. The Hire Charge must be paid at the time the Booking is confirmed, and will be accompanied by a £50.00 cheque deposit together with a stamped addressed envelope which will be returned (or shredded if no envelope is provided) post-hire, provided the Hall and its contents are left in a clean, tidy and undamaged state.
3. The application for a Hiring must, generally, be received at least two weeks in advance of the required Hiring date.
4. Booking applications may be refused without explanation.
5. The Hirer will be advised how to gain entry to the Hall once their Hire Charge and deposit is received.

### During hire

1. The Hirer will ensure the good conduct of the users at the premises.
2. The Hirer will ensure the number of persons in the Hall does not exceed 70.
3. The Hirer will be responsible for any loss or damage caused by the users at the premises.
  - 3.1. The Hirer will ensure that all/any crockery or other Kitchen equipment used is clean and returned to their storage locations.
4. The Hirer will be responsible for compliance with the 'No Smoking' law inside the premises.
5. Entry and exit points to/from the premises must be kept clear of obstruction at all times.

### Post-hire

1. The Hirer will ensure that all tables and chairs are returned to their correct storage locations and safely stored. They must comply with any notices regarding chair and table stacking etc.
2. The Hirer will ensure that the Hall carpet is clean and any rubbish removed and deposited in the waste bins at the rear of the premises before leaving. NB. A vacuum cleaner is available.
3. The Hirer will ensure that the heating thermostat is set at 10<sup>o</sup> C. (the red dot on the thermostat - ●); all taps turned off; windows and doors closed and all internal lights extinguished before leaving. The front door and waste bin keys must be returned to the key box located adjacent to the main entrance of the Hall and the levers 'scrambled' before closing the access slide.

### Other considerations

1. All evening Hirings must finish by 11pm Monday – Saturday and 8pm Sunday.
2. Discos or other amplified music is not permitted.
3. The Fire doors must remain closed at all times whilst the Hall is occupied.
4. The Hirer will be responsible for providing their own special first aid equipment. A basic first aid box is available in the kitchen area.
5. In the unfortunate event that a user of the Hall suffers an accident, an Accident Report Form must be completed and passed to the Parish Clerks Office for scrutiny, safe keeping and possible further action. If it is locked, the form must be pushed beneath the door.
6. IN THE EVENT OF A FIRE, the Hirer or Hirer's nominee must immediately:
  - Activate the fire alarm
  - Contact the Emergency Services
  - Ensure all occupants are evacuated safely from the premises and assembled in the Car Park