

CONDITIONS OF HIRE - DEVONSHIRE ROOMS & MOYEUVRE-GRANDE SUITE

Maximum number of persons permitted in Devonshire Rooms is

250 standing and 126 seated, 84 table seated

Maximum number of persons permitted in Moyeuivre-Grande Suite is

218 standing and 109 seated, 72 table seated

Maximum number of persons permitted in Medway Room is 70 standing and 35 seated.

Please initial each point to show you understand and accept each point.

1. NO BOOKING of halls can be confirmed until a deposit (taken as a damages bond) is paid and the booking form signed and the conditions of hire form initialled. The balance of the fee must be paid FOUR WEEKS before the event - the booking may be cancelled by the Council if payment has not been received by then.
2. If the hirer cancels the booking before the date of the event, the deposit may be forfeited unless the Council decides otherwise. For any cancellation made within 48 HOURS of the event, the Council may decide, after considering the circumstances of the case, that the whole of the fee shall be forfeited unless a substitute booking can be arranged.
3. Hire charges are reviewed annually and any changes are effective from 1 APRIL each year. For bookings made before 1 APRIL for any dates after 1 APRIL, the old rate will apply ONLY IF THE BOOKING FEE IS PAID IN FULL. Otherwise the new rate will be charged.
4. The hirer will be responsible during the hire period for supervision of the premises and their contents and for protecting them from damage and loss, also the behaviour of those using the premises, including parking of vehicles so that the highway is not obstructed. For all functions for persons under 18 years old there must be ADULT SUPERVISION at all times.
5. The hirer will be responsible to the Council for the cost of repairing any damage caused during the hire period to the premises or their contents, or damage caused to surrounding properties.
6. A DAMAGES BOND will be required for all parties and any other events where the Council so decides. This sum will be refunded in full if there are no breakages or other damage - otherwise an appropriate sum will be deducted. **Damage Bond:** a cheque/cash for £75.00 or £25.00 (Children's Parties) will be collected as a damage bond. This cheque will be cashed before the event and deductions will be made if the need arises as a result of the hire. Usually the bond in the form of a cheque will be returned without any penalties within a week of the event, If bond is paid in cash it can be collected from the Council Offices 3 working days after the event, however should the hirer a) exceed the length of hire b) cause damage, c) leave the facility excessively dirty or d) use parts of the hall that were not hired, the Council reserves the right to make an additional charge, which will be based on any additional costs the Council has incurred as a result of the above.
7. At the end of hire period the hirer is responsible for leaving the premises in a CLEAN AND TIDY CONDITION with anything that has temporarily moved or removed properly replaced otherwise an additional charge may be made.
8. If your hire period is for the entire evening the hirer will ensure that all music is terminated by 11.15 pm and that the premises are VACATED BY 11.45 pm. **YOU WILL BE CHARGED DOUBLE THE HOURLY RATE FOR NOT VACATING THE PREMISES ON TIME.**
9. The hirer will not sublet the premises, or use for any UNLAWFUL PURPOSE or bring onto them anything which could endanger the premises or those using them, or which would contravene the provisions of the Council's Insurance Policy.

10. The hirer will ensure that there is **NO ALCOHOL IN THE BUILDING AT CHILDRENS' PARTIES.**
11. The hirer will ensure that there is **NO MUSIC PLAYED OR ALCOHOL CONSUMED** If the booking is on a Sunday (as currently no licence for a Sunday).
12. The Council reserves the right to cancel the hiring of the halls in the event of the premises being required for use as a Polling Station for any parliamentary or local election. Any sum already paid will be refunded to the hirer.
13. The Council **SHALL NOT BE LIABLE** to the hirer for any loss or damage resulting from the premises being unfit for use for which they were hired.
14. The Hirer will NOT attach anything (posters, decorations, notices etc) by ANY means to the walls of the premises. Please use the dado rails and only blu tack should be used. NO SELLOTAPE
15. The Council's employees may enter the premises at ALL TIMES.
16. Any booking made on behalf of a club or society must have a letter of authority accompanying it signed by their Chairman or Secretary.
17. The Council building is a non smoking building. Smoking is not permitted at any of the entrance doorways or front garden. A smoking area is provided at the rear of the building – the wall mounted cigarette bin should be used.
18. Any electrical equipment **MUST BE PAT TESTED** prior to its use
19. **At the end of the booking:** Hirers must have cleaned and packed away by the end of the hire period. **PLEASE NOTE:** failure to leave the premises by the specified time will result in an additional charge being deducted from the damage bond for every hour or part of an hour over.

Packing away: so that the facility can be prepared for the next hirer to enjoy, users are expected to:

- ❖ dispose of any rubbish or waste in the black bags, which will be provided.
- ❖ clear up any spills from the floor that may have occurred.
- ❖ remove carefully any decorations that have been placed around the facility.

DEVONSHIRE ROOMS

- ❖ sweep the hall, using the brooms and dustpans provided.
- ❖ wipe off the surfaces of the tables, fold away the legs and carefully place them back where you found them.
- ❖ stack the chairs in the cupboard. The chair trolley must be used to move the chairs, as dragging the chairs will damage the floor.

MOYEUVRE-GRANDE SUITE

- ❖ Hoover the floor
- ❖ Wipe tables and place chairs under tables. Excess chairs to be returned to cupboard. The chair trolley must be used to move the chairs, as dragging the chairs will damage the floor.

When you leave: we hope that your event will have been a great success, but remember that it will be late when you leave the building and that there are houses very near, so please keep the noise to a minimum so our neighbours are not disturbed.