**BINHAM MEMORIAL HALL – FOR HIRE**

 **TERMS AND CONDITIONS**

The following terms and conditions for those hiring the hall are to help you enjoy your event, making you aware that this valuable facility is owned and enjoyed by the people of Binham.

1...The hirer must be over the age of 18 years. The hirer must designate a named person who will remain responsible at all times in the absence of the hirer.

2...PAYMENT: Payment must be made by cheque at the time of booking for the full hire fee entered on the booking form. In addition the hirer will pay a deposit of 50% of the hire charge to cover damage or property loss, which may be refunded.

3...DAMAGE AND PROPERTY LOSS: The hirer must agree to pay in full for any damage or property loss sustained as a result of hire within seven days of the event. See also item 15.

4...CANCELLATION: If within a fourteen day period before the event the hirer wishes to cancel, the committee may only return 75% of the amount paid. If for some reason beyond their control the committee have to cancel the booking, an immediate and total refund of only the money paid will be made to the hirer.

5...SUPERVISION: The hirer must be present at all times during the hire period to be responsible for the property in every way. Or in the absence of the hirer a designated person must remain similarly responsible.

6...SMOKING: Smoking is not permitted within the hall.

7...STRAW AND CANDLES: Straw, hay and other combustible materials are not permitted within the hall. No candles allowed.

8...MUSIC: Music must cease by 2330. To assist good neighbourliness, no external speakers are permitted.

9...FIREWORKS AND CHINESE LANTERNS: Permission may only be granted for external fireworks only up to 2300 and after consultation with local residents and farmers. Definitely no Chinese Lanterns are permitted . The hirer must prove cover by their own fireworks’ insurance

10...FOOD HEALTH: The hirer is responsible to see that all food health and hygiene laws are observed.

11...CHILDREN’S ACT 1989: The hirer is responsible for seeing that this law is complied with.

12...ANIMALS: No animals except guide dogs are allowed inside the hall or curtilage.

13...ALCOHOL: We now have a licence which permits the hirer of the hall to sell alcohol within the building.
However, the hirer is responsible for the following :
a) PREVENTION OF CRIME AND DISORDER : The hirer is responsible in ensuring that no one commits any crime or disorder during the time of hire.
b) PUBLIC SAFETY : The hirer is responsible in ensuring that public safety is observed at all times : eg: Fire exits; car park safety; maximum number of people - 150 within the hall at any one time.

c) AN INCIDENT AND REFUSALS BOOK will be maintained and made available for inspection upon reasonable request.

d) CHALLENGE 25 will be implemented at the bar and notices displayed,
e) PREVENTION OF PUBLIC NUISANCE : Control of drunk and disorderly behaviour.
f) PROTECTION OF CHILDREN FROM HARM : Observing child protection laws.
g) GOOD NEIGHBOURLINESS : Consideration of neighbours in so far as noise in concerned in and around the hall.

 14...ACCIDENTS AND DAMAGE TO PRIVATE PROPERTY: The committee cannot be held responsible for any damage or loss to hirers or public property during the hirer’s event.

15...THE HIRER WILL INDEMNIFY THE COMMITTEE: (a) against the cost of repair of any damage done to any part of the premises, including curtilage thereof or the contents of the premises and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the hirer. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against the Hirer whilst using the premises.

15...RUBBISH AND WASTE DISPOSAL: The hirer is responsible for taking all rubbish, empty bottles, food etc away. We have no collection service from the hall. There is a bottle bank in the car park.

16...FIRE: The hall has regularly serviced fire appliances, fire exits and procedure. The hirer is responsible for making sure everyone in the hall knows these at all times. The assembly point in the event of fire is at the southern end of the car park. FIRST: call the fire brigade 999. SECOND: check toilets, kitchen and committee room. THIRD: One person should take control. All fire exits should be kept clear. A DEFIBRILATOR is available outside the Chequers Inn.

17...CLEAR-UP: The committee would be most grateful if the hirer can hand over the hall following the event in the condition of cleanliness as was found; this includes the immediate area outside, including playing field and car park. All chairs stacked ten high maximum in the right hand store and tables in the left. All lights and heating switched off and car park light turned off at cleaning cupboard. All external doors to be left securely closed.

Thank you, Enjoy your event.

Binham Memorial Hall Trustees.