

NORTHCHAPEL VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

The hirer shall be responsible for:

- Obtaining any licences that may be required and for observance of the same.
- Carrying out the fire instructions displayed in the hall. A person in charge **MUST** be designated by the hirer to see that this is done each time the hall is used.
- **PLEASE ENSURE ALL FIRE EXITS ARE KEPT CLEAR.**
- Supervision of the premises, including its contents and the behaviour of all persons using the premises.
- **The hirer must ensure the premises are vacated by Midnight. The deposit will not be returned if this is not adhered to.**
- Compensating the committee for any repair, loss or damage. The Committee does not accept responsibility for the loss or damage to customer's personal property, however caused.
- Ensuring the hall is not sub-let or the premises used for any unlawful purpose or in any unlawful way. Nor shall the hirer do anything, or bring on to the premises, anything that which may endanger the same or any insurance policies in respect thereof. Without prejudice to the generality of the foregoing the hirer shall not bring or allow the use of any highly inflammable substances or internal decoration of any combustible nature.
- Ensuring that nothing is stuck to any painted surfaces either inside or outside the building. The cost of repairing any damage caused by doing so will be charged to the hirer.
- Ensuring **NO ANIMALS** enter the kitchen

At the end of hiring the premises must be left in a clean & tidy condition:-

- **Toilets flushed**
- **Floors swept & kitchen floor washed**
- **All appliances cleaned & turned off**
- **Bins emptied & rubbish put in large bin located outside the kitchen door**
- **All lights turned off**
- **Doors locked**