

## **The Douglas Swire Memorial Hall (Longden Parish Village Hall)**

### **Conditions of Hire**

1. The Hirer shall not use the premises for any unlawful purpose or in any unlawful way. The Hirer will use the premises only for the purpose for which it has been hired
2. The Hirer shall not sub-let
3. The Hirer shall not do anything or bring onto the premises anything which may cause damage to the premises or invalidate any insurance policies
4. The Hirer will, during the period of hire, be responsible for supervision of the premises and the behaviour of all people using the premises, including any use of the outside space and car park.
5. The Hirer is responsible for health and safety of all people using the premises during the period of hire. They must become acquainted with all fire precautions and ensure all fire exits are kept clear at all times.
6. They must have appropriate insurance for the activities carried out on the premises and grounds during the period of hire. Please be aware the hall is not insured for inflatable play, such as bouncy castles. The Hirer must acquire separate insurance for such activities (some companies hiring out inflatables have their own insurance).
7. The Hirer must ensure adherence to any health and safety requirements during the period of hire including no smoking, including any temporary additional requirements at the time such as social distancing, wearing of masks
8. The Hirer shall indemnify the Douglas Swire Memorial Hall for the cost of repair of any damage to any part of the premises including the fabric of the building or the contents that occur as a result of the hiring. If the premises are rendered unfit for use through any damage caused during the hiring the Douglas Swire Memorial Hall committee shall not be liable to the hirer for any resulting loss or damage.
9. The Douglas Swire Memorial Hall committee reserve the right to charge a refundable deposit.
10. The Hirer is responsible for leaving the premises and grounds used in a clean and tidy condition at the end of the hiring and ensuring any

furniture or equipment used is returned to its rightful place. They must ensure that the premises are locked, all windows and exits secured and the key returned to its box.

11. The Douglas Swire Memorial Hall committee reserve the right to cancel the hiring if the Hall is required for use as a polling Station for a Local Government or Parliamentary election or by-election. In this event the Hirer will receive a full refund of any money paid.

12. If the Hirer cancels the booking within 7 days they will not be entitled to any refund of the hire charge.

13. As there is no telephone on the premises the Hirer should ensure they have a mobile phone available.

Please empty any bins you have used