

THE RED HALL – CONDITIONS OF HIRE

IF YOU HAVE ANY QUERIES REGARDING THESE CONDITIONS, PLEASE CONTACT THE CLERK TO THE TRUSTEES TELEPHONE 01778 422387

1. Please note that **SMOKING IS NOT PERMITTED** in any part of The Red Hall. The hirer is responsible for clearing away all rubbish from inside and outside the building, including cigarette ends. (See clauses 9 and 10).
2. The hirer will, throughout the hire period, be responsible for the supervision and care of the premises, the fabric and contents and for the safety and good behaviour of all persons attending the premises. The hirer must be at least twenty-one years of age. Please **DO NOT ADHERE** posters, notices etc. to any wall. A notice board is in place in the bar area for your use. The work surfaces in the kitchen are cleaned regularly. However, you may wish to clean these before use as well as after use.
3. The hirer shall not sub-let any part of the premises or allow them to be used for any unlawful purpose or for any lewd, obscene or indecent performance or allow any indecent posters, advertisement, film, photograph or programme to be displayed or shown therein.
4. The hirer shall not allow any article to be brought to the premises which may endanger the premises or persons attending.
5. The hirer shall be responsible for obtaining such Licences as may be required for the consumption or sale of intoxicating liquor and shall not permit drunkenness or other disorderly conduct to occur.
6. The hirer shall comply with all the conditions and regulations made, in respect of the premises and the event being held, by the Fire Authority, the Local Authority and the Magistrates Court, particularly where dancing, music or similar entertainment or stage plays are involved.
7. The hire is limited to the room(s) booked, together with the Ladies' and Gentlemen's toilets situated on the ground floor.
8. The hirer is required to pay a booking deposit of £10 within fourteen days of making a booking. The deposit of £10 is non-refundable if the booking is cancelled within twenty-eight days of the date of hire. The hirer will be invoiced prior to the function date (net of booking deposit). The hiring will incur an additional refundable deposit of £100 to safeguard against any damage (see clause 9). This deposit will be added to the final invoice. The invoice must be paid in full at least three working days prior to the date of hire, and proof of payment must be presented to the caretaker on the day of hiring. If payment has not been made, access to the premises may be refused.
9. The hirer shall be financially responsible for making good any damage caused to the building or its contents during the period of hire, or for any extra cleaning required. A deposit of £100 in addition to the hiring fee is payable. If damage is caused or excess cleaning is required, the cost will be deducted from this deposit and the remainder repaid to the hirer. If the damage is in excess of £100, the hirer shall pay the additional cost within fourteen days of receipt of the notice of damage. **NB: THE CARETAKER IS NOT RESPONSIBLE FOR THE REMOVAL OF RUBBISH. IF ANY RUBBISH IS LEFT AT THE END OF THE PERIOD OF HIRE, THE COST OF CLEARING IT WILL BE DEDUCTED FROM THE DEPOSIT.**

10. The premises must be vacated by MIDNIGHT, to allow time for the removal of equipment, the dispersal of guests, the sweeping of rooms and the REMOVAL OF ALL RUBBISH FROM BOTH INSIDE AND OUTSIDE THE PREMISES. This effectively means that the function should end no later than 11:30pm.
11. The premises are not available for hire for 18th or 21st birthday parties or for any other young person's party.
12. The Trustees disclaim any responsibility for injury sustained by any person attending the premises, or for the loss or damage to any equipment or other property brought into the premises as a result of the hire.
13. Safety conditions:

a) Supervision

The hirer (or authorised representative) must not be under twenty-one years of age and shall be in charge of and in attendance at the premises throughout the period of hire. He/she shall not be engaged on any duties (other than as a steward) which would prevent him/her from exercising general supervision.

There shall be a minimum of two persons (including the person in charge) neither of whom is under twenty-one years of age, on duty as stewards at the premises throughout the period of hire. Both persons must be familiar with evacuation routes, fire escapes and location of fire fighting equipment, and must identify themselves as stewards to those attending the function. Full details of all these points must be obtained from the caretaker prior to the hiring.

b) Capacity

The number of people on the premises **must not exceed 100 at any time.**

c) Means of Escape

All means of escape in the premises must be kept free from obstruction at all times. The emergency lighting supply illuminating all exit signs and routes must be switched on throughout the period of hire.

d) Outbreaks of Fire

The Fire Service must be called to any outbreak of fire, however slight, and the details thereof must be given to the caretaker.

e) Dangerous Performances

Performances involving danger to those attending the premises are forbidden.

f) Explosives and Flammable Substances

Highly flammable substances must not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. candles, polystyrene) shall be used.

g) Heating

No unauthorised heating appliances shall be used on the premises.

h) First Aid

A First Aid kit is located in the kitchen on the first floor.