

NEUADD GOFFA CRICCIETH MEMORIAL HALL

REGISTERED CHARITY NUMBER 511623

TERMS AND CONDITIONS OF HIRE

The following terms and conditions apply to all bookings. Please read thoroughly as understanding of and agreement with these conditions constitute part of the booking acceptance. The Hirer must be over 21 years of age.

1. BOOKINGS

- (a) The Hall may only be used during the hours stipulated in the Booking Form. In accordance with the Gwynedd Council licence it must then be vacated immediately afterwards. If additional time is needed please check with the Booking Officer.
- (b) The Committee reserves the right to refuse or cancel bookings for any reason whatsoever. In the event of such cancellation the Committee will refund all monies paid and may offer an alternative date but shall not incur any other liability to the Hirer.
- (c) The whole booking fee and any security deposit for hiring the Hall is due in the timescale shown on the Booking Form or as otherwise agreed in writing with the Booking Officer. No booking should be considered confirmed until the moneys have been paid and the Hirer receives confirmation from the Booking Officer that the booking has been accepted.
- (d) The fees for bookings are set out on the Booking Form. Hiring rates are reviewed from time to time but existing bookings will be honoured at the rates in force at the time of booking.
- (e) In the event of non-payment by the due date the Committee reserves the right to cancel the booking and accept an alternative booking.
- (f) A security deposit may be required at the time of the booking (see section 6)

2. SUPERVISION AND USE OF PREMISES

- (a) The Hirer is responsible for the event and during the period of hire shall be responsible for the supervision of the premises and its contents and the behaviour of all persons using the premises whatever their capacity.
- (b) The Hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.

3. DAMAGE AND LOSS

- (a) The Hirer is responsible for all loss and damage to the Hall and its contents during or arising out of the hire.
- (b) The Hirer is responsible for any claims arising or loss, accident, injury or damage to persons, property or vehicles sustained in connection with the hire and shall indemnify the Committee against any claim which may arise out of the hiring.
- (c) The Hirer is responsible for any charges arising from the hiring under any enactment relating to copyright or performing arts.
- (d) The Committee does not accept any liability for vehicles or their contents left in the car park.

4. HEALTH AND SAFETY

- (a) The Hirer is responsible for ensuring that a suitable risk assessment has been carried out prior to the period of hiring.
- (b) All commercial entertainers and commercial users of the Hall MUST provide their own Public and Employers Liability Insurance and it is the Hirer's responsibility to ensure that this is in place and to provide the Booking Officer with written confirmation before the event goes ahead. Non-commercial Hirers subcontracting commercial suppliers of services such as discos, caterers, etc, must also ensure that all subcontracted firms comply and provide the Memorial Hall with details of their insurance cover.

- (c) All fire exit doors must be unlocked and clear from obstruction for the full period of the event.
- (d) The Hirer must be aware of the Fire Exit routes, the positions of the fire extinguishers and how to use them. Any stewards appointed by the Hirer must also be instructed by the Hirer of all fire and safety regulations. These locations will be identified by a walk-round with a member of the Hall's staff and are included in the Evacuation Procedure document provided with these Terms & Conditions.
- (e) The Hirer is responsible for the provision of a mobile phone for emergency purposes.
- (f) The Hirer is responsible for the provision of first aid facilities during the hire period. First Aid kits are present in the Hall.
- (g) Smoking is not permitted on the premises.
- (h) Candles may not be used on the premises. Smoke machines only with prior written consent.
- (i) Any person using or causing to be used on the Hall premises any portable electrical equipment that is subject to the Portable Appliance Testing Regulations, confirms that this equipment conforms to these regulations and the required testing schedule. The Hirer accepts responsibility for ensuring that this condition is complied with.

5. CLEANING AND RUBBISH

- (a) It is the Hirer's responsibility to ensure that all rubbish created during the event is removed from the premises and the outside surrounding area.
- (b) The total area must be left clean and tidy at the end of the booked times.
- (c) The Hirer shall be responsible for ensuring that all heating and lighting is turned off before leaving and ensuring that all windows and external doors are firmly closed. Our staff will set the alarm after your departure.
- (d) Any contents temporarily removed from their usual positions must be properly replaced.

6. SECURITY DEPOSIT (IF APPLICABLE)

- (a) Refund of the deposit shall only be made if all obligations in the contract documents remain fulfilled, no extra cleaning is required and no damage to the Hall or its contents is sustained, otherwise applicable costs will be deducted from the security deposit.
- (b) If no security deposit was provided, the Committee reserves the right to charge as appropriate for all costs resulting from the breach of obligations in the contract documents.

7. BAR/SALE OF ALCOHOL FACILITY

- (a) The bar and sale of alcohol facility is managed by a Bar Management.
- (b) The Hirer must request the bar/sale of alcohol facility at the time of the booking. If the booking is made 14 days or less before the event the Committee or Bar Management cannot guarantee the availability of the facility.
- (c) The Hirer will be notified by the Booking Officer of the requirements as regards the use of bar and supply contact details of the Bar Management. The Hirer will deal directly with the Bar Management for Bar facilities.
- (d) Should the Hirer wish to bring his/her own drinks in addition to, or instead of, the Hall's bar facility, the Bar Management written permission must be sought and if granted, the Bar management will charge a "corkage" rate on each bottle and/or can brought in by the Hirer.
- (e) If the Hirer does not require the bar for the sale of alcohol but wishes to provide his/her own free alcohol the Hirer must obtain written consent from the booking officer and Bar Management to agree to all stipulations regarding the consumption of alcohol and supervision of the event. Corkage fees will apply. Under no circumstances may alcohol be sold by any person other than those employed by the Bar Management.

8. DECORATION AND DISPLAYS

- (a) Only temporary decorations may be displayed for the period of hire and the use of adhesive tape of any kind (other than decorator's masking tape) is not permitted anywhere on the premises. No Sellotape, Duck/Duct Tape, Gaffer Tape, etc.
- (b) All decorations must be removed at the end of hire.
