

## Conditions of Hire

- 1 The Hirer must be over 21 years of age and shall be responsible for:-
  - (a) The maintenance of order on the premises, and shall take all reasonable steps to prevent rowdyism, annoyance, a breach of the peace or damage to the premises, furniture, fittings and equipment.
  - (b) Ensuring that footwear likely to damage the wooden floor of the Hall is not worn.
  - (c) Making good, to the satisfaction of the Management Committee, any damage to the premises, furniture, fittings and equipment.
  - (d) Payments in respect of Royalties and to the Performing Rights Society.
  - (e) Ensuring that the premises are not used for a purpose other than that for which they are hired.
  - (f) Ensuring that the times of letting are strictly adhered to and the Hall vacated on time at the end of the session booked.
  - (g) No flammable material to be brought on the premises.
- 2 The following numbers of persons using the premises shall not exceed the following:-

Hall: 120    Committee Room (1): 15    Committee Room (2): 15
- 3 The premises are NOT LICENSED for the sale of intoxicating liquor. The Hirer is responsible for obtaining a license if intoxicating liquor is to be sold on the premises.
- 4 All crockery must be washed and dried, the kitchen equipment left clean and all refuse disposed of in the bins provided outside the Hall. All empty bottles, containers etc. must be removed from the premises.
- 5 Except in the case of emergency, fire appliances must not be moved or interfered with.
- 6 The lighting, electrical and heating systems must not be interfered with.
- 7 The piano MUST NOT BE MOVED from the stage except by arrangement with the caretaker.
- 8 The Management Committee will not be responsible for loss or damage to property, however caused, of either the Hirer, or persons using the premises following the hiring.
- 9 All property of the Hirer or of any person connected with the Hirer must be removed at the termination of the letting in accordance with arrangements made with the Hon. Bookings Secretary.
- 10 Crockery and Cutlery may be hired - schedule of current charges are available upon request.
- 11 The Caretaker is authorised to see that these regulations are complied with.
- 12 Because of the proximity of the residents, persons using the Hall are requested at all times to leave the premises and the Car Park quietly.
- 13 Automatic air conditioning is provided. Windows and doors should not be left open.
- 14 Please note that a sound decibel unit is installed which will cut out automatically electronic equipment if the noise exceeds the rating level set by the Environment Officer at Welwyn District Council.
- 15 Emergency Exits must be kept clear.