

Portal Hall. Conditions of hire. May 2005.

These conditions should be read and accepted before a booking is confirmed. For the purpose of these conditions the term HIRER shall mean an individual, or, where the hirer is an organization, the authorized representative. If any of the following is not clear then the caretaker should be consulted.

1. The Hirer, shall pay a deposit of 25% at the time of booking if this is more than 28 days before the event. The Hirer must pay all the charges due, in accordance with the Schedule of Hire Charges attached to these conditions, not less than 28 days before the event.
2. The Hirer shall, during the period of hire be responsible for any damage caused to the premises, fabric and/or **contents**.
3. The Hirer shall, during the period of hire, supervise the behavior of all person present.
4. The Hirer shall, during the period of hire, supervise the parking of cars so as to avoid obstructing the highway and the gate to the caretaker's cottage.
5. The Hirer shall, in consideration of local residents, ensure that the minimum of noise is made on arrival and departure.
6. The Hirer shall, ensure that unless specifically agreed in advance, no dogs except guide dogs are permitted in the hall.
7. The Hirer shall, only use the premises for the purposes agreed when the booking was accepted and shall not sub-hire or use the the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
8. The hirer shall be required to pay £15 for an occasional bar licence if intoxicating liquor is to be sold at the event.
9. If alcohol is **to** be served during the period of hire, a deposit of £100 will be required against any damage as referred **to** in 14 below. If alcohol is served, there must be four responsible adults in attendance at all times during the event.
10. The Hirer shall comply with all conditions and regulations made in respect of the premises by the fire authority, local authority, the local Magistrates Court or otherwise, particularly in connection with any event, which includes public dancing or music or other similar public entertainment or stage, play. The caretaker holds a summary of these regulations.
11. The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene regulations.
12. The Hirer shall, ensure that any activities for children under 8 years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.
13. The Hirer shall, ensure that any electrical appliance brought by him **to the** premises **and** used thereon shall be safe and **in** good working order and used in a safe manner.
14. The Hirer will be required to reimburse the Trustees for the repair **of** any damage whatsoever and howsoever caused during the period **of** hire.
15. If the hirer cancels 28 days before the due date and the Trustees are unable to affect a replacement booking the question of the repayment **of the** deposit, (**or** 25% of the hiring charge, if paid in full as at 1. above) shall be at the discretion of the trustees. If another booking is affected, the deposit (or 25%) will be refunded -exception- see 17 below.
16. The trustees reserve the right **to refuse a** booking.
17. The Trustees are required by law to make available the premises for use as a polling station. In the event of this happening, the hirer shall be entitled to a refund of any deposit or hiring fee already paid.
18. In the event of the premises being unavailable due to (other) circumstances beyond their control the trustees shall not be liable for any loss sustained by the hirer. The Hirer shall be entitled to a refund of any deposit or hiring **fee** already paid.
19. The Hirer shall not carry out **or** permit any fly posting.
20. A. At the end of the hiring The HIRER shall be responsible for leaving the premises in a clean and tidy condition returning any equipment used to it's normal storage area and washing any utensils, tables &/or work surfaces that have been used.
B. If by reason of infirmity, the HIRER is not able to set up any equipment then arrangements can be made with the caretaker for the equipment to be set out and replaced on the HIRERS behalf. The caretaker must be made aware at the time of booking if this assistance is needed. This service is at the discretion of the caretaker.
C. When the HIRER wishes to clean and tidy in the morning after an evening event, arrangements must be made with the caretaker at the time of booking. This option will be granted unless there is a conflicting booking the next day.
D. Should the HIRER not wish to carry out the tasks at 20A. Then an additional charge of £25 will be levied.
21. The Portal Hall is a non-smoking venue. If anyone wishes to smoke by the front door, an ashbin is provided in the porch.

THE TRUSTEES, **PINDER RECREATIONAL TRUST, BURGHLERE.** Caretaker 01635 278 442