

Hire of Memorial Hall - Terms & Conditions of Hire

1. **The person making the booking (hereafter known as the “designated official”) is responsible for ensuring the safety of all persons using the hall. They must make themselves aware of the number of people in the hall at any given time.**
2. **In the event of a FIRE or suspected Fire the designated official shall ensure that the fire brigade are called by dialling 999 and report the location of the building as “The Memorial Hall, Main Road, Union Mills”.**
3. The designated official shall ensure that all persons are safely evacuated from the building. A head count should be taken on completion of evacuation and details passed to the fire officer on arrival of the emergency services.
4. Re-entry into the building is strictly forbidden without the consent of the fire officer.
5. Under no circumstances whatsoever shall the number of occupants exceed **60**.
6. The designated official shall ensure that they are familiar with all fire safety precautions and fire exits for the building. Arrangements for the evacuation of all those present including special arrangements for safe removal of disabled and infirm people from the hall must be communicated to all hall users at the start of any event.
7. **Fire doors should remain closed** at all times except for entering or exiting rooms and fire doors **must not** be propped open using fire extinguishers or any other object.
8. **Smoking is not permitted on the premises.**
9. The hall is hired on the condition that there is **no excessive noise**. The designated official shall ensure that this is abided by. Please ensure that activities do not disturb neighbouring properties.
10. **The hall is not licensed for the sale of alcohol.** Alcohol shall not be consumed on the premises without prior notification to the Clerk at the time the booking is made. **Please make a separate request in writing to the Clerk.**
11. **The Commissioners cannot be held liable for any loss, damage or injury incurred by persons when using the hall or associated car parks.** The designated official shall arrange for personal liability insurance as required for their event.
12. Please ensure the heating is switched off before you leave the hall.
13. Please leave the hall in a clean and tidy condition. If the hall is left in an unsatisfactory condition, the Commissioners reserve the right to charge the designated official for cleaning.
14. **Any breakage, damage or problem must be reported to the Commissioners Office the next working day. If there is an emergency that cannot wait, the Commissioners have an out of hours telephone number: 483003.**
15. All breakages and damage must be paid for by the designated official.
16. Any accident must be reported to the Commissioners’ Office and recorded in their Accident Book.
17. A checklist is attached to this booking form. Please ensure that before leaving the building all items are checked.
18. All bookings must be made by a responsible adult aged 18 or over.

Checklist

1. Hall

- Tables/chairs/badminton nets etc put away
- Left clean and tidy
- All fire doors are closed
- All windows closed
- Heating is switched off
- All lights switched off

2. Kitchen

- Kitchen left clean and tidy
- All windows closed
- Light switched off

3. Toilets

- Check all toilets are flushed
- Toilets are left clean and tidy
- Light switched off

Lock front door, drop key into the letter box to the right of the steps at the Commissioners' Office, or return it in person the next working day.