

SCOTTON PARISH COUNCIL

TERMS & CONDITIONS FOR THE HIRE OF SCOTTON VILLAGE HALL

The Hirer:

1. Is entirely responsible for the fabric of the building and its contents during the hire period.
2. Must ensure that those attending the function behave in a responsible manner both inside and outside the hall. Noise Levels should be kept to a minimum.
3. Alcohol may be brought into the hall but must be consumed **inside** the hall only. The hall has no licence to sell alcohol. This law also applies to those hiring the hall - unless they obtain a special licence from the appropriate authority.
4. The maximum amount of people allowed in the hall is **75**. Any number above this invalidates the insurance and the hirer is then considered entirely responsible for any problems caused by the unlawful excess of people in the hall.
5. The front doors **must** be left unlocked whilst the hall is in use. The hirer **must** ensure that **no** furniture or equipment is placed in front of the front doors or fire door (in the hall), before during or after the function.
6. Agrees to meet in full the cost of the any repair or damage that occurs during the hire period or the complete replacement of any item damaged beyond repair.
7. Will collect, bag and remove all rubbish accumulated as a result of the function.
8. Prior to leaving the hall will:
 - a. Close all windows and internal doors.
 - b. Check the fire door is properly closed.
 - c. Turn off all lights (inside and outside).
 - d. Leave the hall clean and tidy for any future booked functions.

Name of Hirer: _____

Signature: _____

Date: _____

Caretaker Signature: _____

Date: _____