

## CONDITIONS OF HIIRE OF EVERTON VILLAGE HALL, TEAROOM AND GROUND

1. All applications for hire must be made in writing on the appropriate form and sent to the secretary of the Metcalfe Recreation Committee. The person who signs the form shall be the hirer. Where an organisation is named that organisation shall be the hirer and shall be jointly and severally liable here on with the person who signs the form.
2. All charges must be paid at the time of the hiring, **no engagement will be booked until payment has been made.**
3. In the event of a cancellation at least 4 weeks before the date of the event a full refund shall be given. Cancellations given less than 4 weeks before the event may result in some or the entire fee being retained.
4. The hall is licensed for music, singing, dancing, film, theatre and indoor sporting events only. Use for any other licensable purpose must be agreed with the secretary prior to hiring.
5. No intoxicating liquor may be sold, unless the hirer has informed the secretary that a licence is required, a temporary event licence has been obtained by the hirer for the period of hire and the licence is produced before the commencement of hire.
6. The hire period is limited to the time period set out on the application form. Access outside these times is at the discretion of the secretary to the recreation committee and is not guaranteed.
7. The hirer shall not sublet any of the facilities.
8. The premises are designated as a no smoking areas, smoking is not permitted anywhere inside the buildings.
9. The hirer is responsible for all damage occurring to any building or property during the hire period or while persons are entering or leaving the building, however and by whosoever caused.
10. The Trustees of the Metcalfe Charitable Trust shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss damage or injury which may be incurred by or be done or happen to any person or persons resorting to the premises during the hiring arising from any cause whatsoever or for any breakdown of equipment, machinery failure loss of supply of electricity or water or fire or for any government restrictions or acts of god which may cause the premises to be temporarily closed or the hiring interrupted or cancelled and the hirer shall indemnify the Trustees against any claims which may arise out of the hiring in respect of any loss damage or injury.
11. The right of entry to the premises is reserved to the secretary of the Metcalfe recreation committee and any other agent of the Trustees at any time during the hiring.
12. The hirer shall be responsible for seeing that good order is kept on the premises during the period of hire and shall be regarded as the responsible person nominated by the licensee to be in charge of the premises.
13. A first aid kit is provided, the hirer shall ensure that suitable first aid provision is made, the hirer shall record any injuries or accidents that occur in the accident book in the first aid box.
14. The hirer and organisers of events shall be responsible for ensuring that:-
  - a. The noise level at the function is such that it does not cause interference with other activities in the premises or inconvenience occupiers of nearby premises
  - b. The minimum of noise is made on arrival and departure.
15. The Trustees reserve the right to put a stop to any entertainment or meeting not properly conducted.
16. The hirer is responsible for ensuring that users of the hall do not park in such a way that cause obstruction or inconvenience to neighbouring properties.
17. Licensing Regulations
  - a. The number of persons at any time shall not exceed 100 where the entertainment includes dancing in whatever form or 150 where no dancing is undertaken. Seated audiences of more than 30 must be in rows of linked chairs (maximum 12 in a row) with 3 foot 6 inch gangways.
  - b. All fire regulations must be strictly observed.

**18. The hirer shall, at the end of the hire period:-**

- a. Remain on the premises until all visitors have left.**
- b. Ensure that all crockery and cutlery has been washed dried and put away.**
- c. Ensure that floors have been swept and bins emptied.**
- d. Leave the premises in a clean and orderly state and remove any rubbish and waste arising from the hire.**
- e. Ensure that all taps in toilets and kitchens are turned off.**
- f. Ensure that the extractor fans and lights are switched off, please check store rooms and outside lights**
- g. Ensure that all internal doors and all windows are closed**
- h. Ensure that the back and front doors are securely locked.**

**Note Towels, tea towels and dish cloths are not provided**