

**ST MICHAEL'S COMMUNITY HALL,
BARNHAY, BAMPTON, DEVON EX16 9NG**

TERMS OF HIRE

USE OF PREMISES

The Hirer will only use the premises for the purpose and type of event described on the completed Booking Form.

PUBLIC SAFETY

The Hirer must ensure that an operable mobile phone is available on the premises in case of an emergency.

Strictly no smoking anywhere inside the building and surrounding area – exits are to be kept clear at all times.

The Hirer must familiarise themselves with the layout of the premises and location of the First Aid Box and Fire Safety provision

Fireworks are not permitted on the premises

Action to be taken in the event of a fire – evacuate the premises and phone 999

Permitted Maximum capacity in the Hall: Standing = 100, Seated = 70

LICENCES

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Authority, and by the Local Magistrates' Court for the consumption of alcohol on the premises. If the Hirer intends to sell alcohol, the Hirer shall obtain and pay for the appropriate Licence.

All Hirers must read and comply with the conditions of the Mid Devon District Council's Public Entertainment Licence displayed on the indoor/outdoor Notice Boards. A Public Entertainments' Licence is required for the screening of films, and for theatrical, dancing and musical productions,

ALCOHOLIC BEVERAGES

If the Hirer intends to sell alcohol, the Hirer shall obtain and pay for the appropriate Licence from the Local Authority and present a copy of the permit to the Bookings Clerk at least 7 days prior to the event. **NO ALCOHOL IS TO BE CONSUMED OUTSIDE THE HALL.**

SUPERVISION

During the period of Hire, the Hirer is responsible for the supervision of the premises' fabric and contents, its care, safety from damage – however slight – and the behaviour of all persons using the premises in whatever capacity.

INDEMNITY

The Hirer shall indemnify the Hall Committee against any and all demands, courses of action, or any other claim of the Hirer and his/her guests arising out of or related to the Hiring Party's rental of the Hall.

LOSS, DAMAGE AND INJURY

Any accidents, injuries, damage or failure of equipment should be reported to the Booking Clerk

The Hirer shall be liable for the cost of repair or replacement for any damage (accidental or malicious) which occurs during the rental period. Please stack chairs according to type – there are two different styles – and be careful moving furniture so as not to damage the floor surface.

ELECTRICAL APPLIANCE SAFETY

The Hirer shall ensure that any electrical appliance brought into and used on the premises shall be in good working order and used in a safe manner.

FOOD HYGIENE

The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene regulations. If using catering equipment please bring your own tea towels and dishcloths.

ANIMALS/BIRDS

With the exception of Guide Dogs, the Hirer shall ensure that no animals or birds are brought on to the premises unless specifically pre-authorized by the Hall Committee. No animals or birds are permitted to enter the kitchen area.

NOISE

The Hirer shall ensure that the minimum of noise is made on arrival and departure. If using amplification equipment, the Hirer is to ensure that it is kept at a reasonable sound level. Music must cease by 11:30 pm.

All functions must end promptly by Midnight in order to comply with the Public Entertainment Licence.

RUBBISH

The Hirer must make provision to take home their refuse and recycling as St Michael's Hall does not have a waste collection.

CANCELLATION

The Hall Committee reserves the right to refuse or cancel a booking. The Hirer must give advance notice if they wish to cancel a booking – late cancellation may result in a charge.

END OF HIRE

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured and keys replaced in the wall-mounted letter box outside. Lost keys will be charged at £10.00. Failure to leave the premises in good condition will incur an additional charge for cleaning.