

## Booking Terms & Conditions

Hirers must make themselves familiar with the Terms & Conditions of hire prior to their first use of the hall. Special attention is drawn to the hall layout, evacuation routes and Fire Evacuation Procedure together with the "instructions for the use of the Hall", both detailed in the User's Handbook.

The Hirer is deemed the "Responsible Person" and is designated the person in charge of the hall during your hire. The Hirer should be present throughout the hire session.

Hirers are responsible for securing any Temporary Licence required for the sale of alcohol from North Devon Council in advance of the date of hire for their specific use of the hall. (The hall is licenced for public entertainment and the playing of music)

The Hall is insured against any claims arising out of the Trusts own negligence. Hirers are advised to make their own insurance arrangements for personal and/or the organisations property, as the Trust accepts no responsibility for it, nor is it covered by the Hall's insurance.

If any accident or near miss incident occurs to any person at/or as a result of your event the Hirer is required to complete an 'Accident Report Form' in the Accident book that is provided adjacent to the First Aid Box in the kitchen. You must complete all sections of the Form and add the names and addresses of any witnesses. You must then hand the form to the Trust representative.

The Hall has a maximum capacity of 200 people. The Hirer must ensure that this figure is not exceeded.

Any advance deposit paid will normally be returned within 7 days after hire except in the event of the cancellation of a confirmed booking or if there is any damage to / or loss of equipment from the hall as a result of the hire. The extent and cost of the damage or loss will be agreed as soon as possible and a suitable adjustment made to monies returned. In the event of the value of the damage or loss exceeding the advance deposit then an additional payment may be due from the Hirer.

No smoking is permitted in any part of the Hall, including the porch and entrance lobby.

There will be no admittance to the Hall prior to the start of the booked session.

Hire of the Hall includes use of the ancillary facilities ( kitchen and equipment, toilets, tables, chairs, sound system) You will need to request from the Trusts representative specific instruction on the operation of the sound system should it be required.

Hirers must make themselves familiar with the section in the User's Handbook regarding food management if they intend to bring food into the hall. The Hall is unsuitable for the preparation of food on a commercial basis and Hirers are advised that they are responsible for food hygiene and safety.

Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended

Hirers will be required to remove all waste from the kitchen, hall and premises. If necessary the Hirer must make special arrangements for the removal of waste with a licensed contractor before final vacation of the premises.