

ROADHEAD HALL

Terms Conditions and regulations for hire:

1. The Hall will be opened by a member of the Committee unless agreed otherwise.
2. The Hall is let on the understanding that any member of the Committee has the right of entry at any time in to the area hired.
3. Should the member of the Committee who opens the Hall, before the function or hire commences, be of the opinion that it is likely to prove an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not be liable to pay any compensation.
4. Regular hirers must pay monthly in advance. A non-refundable deposit as stated is payable for all other bookings and the balance must be paid 2 weeks prior to the day of the function.
5. A security bond of £50 MAY be payable at the time of booking (at the Hall Committee's discretion) and this will only be refundable on a satisfactory inspection of the area used after the event.
6. Vehicles should be parked in the area to the end of the hall – the area outside the main doors to be kept for emergency vehicles and those with limited mobility, eg wheelchair users.
7. **Damage** – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for the deep clean of the building in the event that unnecessary mess is caused.
8. **Conduct** – The hirer will be responsible for the proper conduct of persons using the Hall.
9. **Loss of Property** – The Hall does not accept responsibility or liability for any damage or loss of property of items that are placed and left upon the premises whilst the Hall is being hired.
10. **Fire Risks** – The hirer should make themselves familiar with the fire procedures for the Hall and inform the person taking the booking of any factor which involves extra fire risks.
11. **Indemnity** – The hirer shall indemnify the Hall against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon Hall property or arise from an accident whilst at the premises or in respect of any loss or damage suffered or sustained by any person. It is therefore the responsibility of the Hirer to carry out a Risk Assessment for their particular event.
12. **Gambling** of any kind is strictly prohibited.
13. **UNDER NO CIRCUMSTANCES WHATSOEVER may alcohol be sold without a Temporary Event Notice being in place.**
(See Carlisle City Council Website for application form)
14. All groups should have their own insurance and all groups working with young people must have their own insurance and staff checks, eg CRB checks. The Hall Committee take no responsibility for this and recommends that, if unsure, you seek appropriate advice.
15. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the hire period.

Full Name – PRINT.....Signature.....

Date.....

This form **MUST** be signed and returned to the hiring officer 2 weeks before the event.