

STANDARD CONDITIONS OF HIRE OF THE ALEXANDRA HALL

The Hirer shall –

- if requested pay a deposit of one third of the cost of the booking (non refundable in the case of late cancellation).
- ensure that the General Rules governing the use of the hall are complied with.

The Hirer is responsible for -

- the overall supervision of the hall including the protection of the building and it's contents.
- the behaviour of all persons using the premises whatever their capacity
- ensuring proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
- the provision of Stewards or Door Staff to regulate entry to the hall
- keeping the noise outside the hall to a minimum (to be strictly adhered to after 11pm.)
- obtaining any necessary licences in connection with the booking/event other than those already held by the Alexandra Hall.
- insuring against third party claims which may arise against the hiring organisation whilst using the hall
- observing all regulations laid down by the Licensing Justices, Local Authority and Fire Authority
- the cost of repair of any damage done to any part of the property
- the cost of replacement of any equipment/contents damaged during the booking
- complying with Trading Laws and any code of practice issued in connection with the sale of goods on the premises

The Hirer must not –

- sub-let the premises
- use the premises for any unlawful purpose or in an unlawful way
- bring anything onto the premises that may cause damage to the hall or endanger visitors to the hall
- engage in activity that may compromise any insurance cover relating to the hall.

I agree to the terms as detailed above

Signature of Hirer: _____

For and on behalf of _____

(the hiring organisation)