**Some of the conditions affecting your use of the Hall**

These clauses are for your guidance as you enter the Hall for your event. The complete Standard Conditions of Hire have been supplied to you at the time of Booking.

**Capacity.** The maximum allowable, standing capacity of the Main Hall is 120. You must not exceed this.

**Noise and nuisance.** The Hall is in a residential area. Events must finish in time for the Hall to be vacated by Midnight (11.30 during the week). **At weekends music must cease at 2330 and guests must leave by Midnight.** Oppressive noise or other nuisance, in the Hall or in the immediate vicinity, at any time, which leads to complaints by neighbours may result in the loss of some, or all, of the ‘No damage’ deposit.

* After 2300 those leaving must do so quietly
* You may do some clearing up between 0000 and 0030 providing that you leave quietly

**Actions which cause damage or are dangerous**. You must not

* Use pins or nails to secure decorations anywhere in the Hall
* Use sticky tape on any paint or woodwork, - it leaves a gummy residue
* Obstruct any Fire Exit or use anything to hold a fire door open other than the electronic devices which release the doors in the event of a fire
* Use flammable decorations in an unsafe manner

**Cleanliness and waste.** You must

* Leave the Hall as clean as you found it – Cleaning equipment is in the Chair store cupboard. This includes wet mopping the floor if liquids have been spilled
* Remove waste, putting it in the dumpster outside. If it is full you must take waste with you
* Leave the Servery tidy and spotlessly clean, if it has been used
* Clean the Main Kitchen, if used, so that it may be used by the Meals on Wheels team at 0800 in the morning

**Security**

* You are responsible for closing all windows and locking the front door
* You must place the key in the letterbox unless otherwise agreed