



# CLANFIELD MEMORIAL HALL

South Lane, Clanfield, Waterlooville, PO8 0RB

## **Terms and Conditions for Regular Event Hire.**

We ask that you read and understand these Terms and Conditions of hire before signing the booking form.

1. Cost of letting is reviewed annually and prices charged will be those in force at the time of the let regardless of when the booking was made. However, at the discretion of the Trustees, pre-payment of bookings will secure the rate in force at the time of booking.
2. The hirer is responsible for any damage, injury or loss to the hall or persons during the hire period, and for the Hall being left in a reasonable condition. If the Hall is left in an unsatisfactory state, or if there is a loss or damage then additional costs for cleaning, repairs or loss replacement may be levied on the hirer.
3. All bookings include use of the kitchen and contents, however cooker, fridge, etc. must be left clean. Floors to all areas must be swept and tidied after use. Mops, brooms and Hoover are in the cupboard between the kitchen and the Gold room. Toilets and sinks must be left clean and tidy, as found.
4. Main Hall = Tables and chairs, having been wiped over, must be returned to the store room. Blue Room = Tables and chairs, that are to remain in the Blue Room, must not be stacked against the paintwork, but against the railing. Rubbish must be bagged and placed in the bin outside. Broken glass must be wrapped securely before disposal. No liquids to be emptied into the bin.
5. Any equipment used must be returned to its proper storage space after use.
6. Please do not use pins or adhesive tape on the walls or the paintwork. Blu-tack may be used on the gloss paint only.
7. The Hirer must nominate a competent person to take charge in case of fire, to ensure that all persons at the Hall can escape unimpeded through the fire exits and to assemble in the far corner of the car park or other nominated assembly area. Fire doors must remain unobstructed during a let.
8. Bringing fireworks into, or the ignition of fireworks in the Hall or grounds is expressly forbidden. Please note Smoke Machines are also forbidden.
9. Consumption of alcohol- although the hall is licensed for entertainment, it is the responsibility of the hirer to have the necessary licence for the sale of alcohol in Clanfield Memorial Hall. This will normally be obtained by the Bar Licensee. A copy of the licence must be given to the Booking Secretary two weeks prior to the event. Strictly no licence, no let. It is the hirers responsibility to ensure that the Licensing Conditions, as required by law, are met.

10. In accordance with the Law, smoking is prohibited in the hall. All smokers are requested to use the ash box at the main entrance to dispose of cigarette ends. Please do not throw them on the ground.
11. Any electrical equipment brought onto the Hall premises by the hirer, or on behalf of the hirer (e.g. music players, disco equipment etc) must be PAT Certified.
12. Please ensure that all lights are switched off and all doors and windows are securely closed when you lock up the Hall.
13. In respect of those who live in the proximity of the Hall, please have consideration for the neighbours at all times and be as quiet as possible when leaving the Hall, especially if it is late at night.
14. The Trustees endeavour to provide a Hall that is clean and tidy for all users and at as reasonable a cost that we can. In order to do this, the Terms and Conditions set out above must be adhered to by all who use the hall. Any hirer who does not abide by them will incur extra charges for cleaning or tidying of the Hall and grounds.
15. A minimum of 2 week's notice should be given for cancellation of long-term regular bookings and 48 hours for extra bookings outside of the normal arrangement. Where these notice periods are not adhered to the Trustees reserve the right to charge a cancellation fee of at least 50% of monies due in such circumstances where the slot cannot be rebooked, or where a potential booking has been turned away for that time.
16. The Trustees reserve the right to change these Terms and Conditions at any time at their discretion.
17. We thank you for your co-operation and hope that you enjoy the use of Clanfield Memorial Hall. If you have, please tell others; if you have not, please tell us.
18. Clanfield Memorial Hall is managed by a Charitable Trust and funded by income from lets and local fund raising, and we would welcome any thoughts you may have on how we may be able to improve our service or facilities. Donations are welcome.

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