



## Conditions of Hire of The Courtauld Memorial Hall

**New Hirers** must be shown around the Hall prior to hiring to ensure the Hall is fit for the intended purpose and in order that safety features can be demonstrated. The **fire alarm** system must be shown to each Hirer at the start of the first period of hire.  
Arrangements for opening/closing the Hall before and after the session to be discussed and agreed.

1. **Capacity:** The Main Hall is limited to 75 persons. The Centenary Suite holds maximum 10 persons.
2. The Hall has a **Performing Rights licence** with the Performing Rights Society and a Phonographic Performance licence for the performance of copyright music.
3. **We do NOT have a licence for the sale of alcohol.** The Hirer is responsible for obtaining this licence and the hire will be cancelled without compensation if alcohol is sold without such a licence.
4. **Your Hire period must end at 11pm** at the latest to comply with our licence and to show consideration to local people.
5. **Noise levels**, especially discos and live bands, must be reasonable to show consideration to ask you to reduce noise levels if we feel that to be necessary.
6. **All rubbish** is to be removed from the Hall after your session.
7. **The Hirer** is responsible for supervision of the session and ensuring the hall remains in a good and safe condition.
8. **Safeguarding** of children and vulnerable people is the responsibility of the Hirer. The Trustees may, if appropriate, ask to see a safeguarding policy, especially if there is a hirer in both parts of the hall despite both parts being separated.
9. The hirer is **liable for the cost of repair of any damage**, however caused, done to any part of the hall, or the Wi-fi. This liability includes any loss or damage incurred by a third party or to a volunteer or Trustee of the hall as a result of your use of the premises or Wi-fi. We expect regular hirers to have adequate insurance to cover any damages occurring within their own area of activity.
10. **Wi-Fi** is available in the Hall to be used in a lawful manner. The hall does not collect or store any data derived from the use of the Wi-fi.
11. **Equipment** within the Hall can be used, such as crockery, chairs, tables with prior discussion. The **stage** is not included within the hire agreement without prior agreement.
12. There is no facility for the **storage of equipment** before or after the hire period, except with specific prior agreement.
13. **Indoor bouncy castles** are not permitted.
14. No **candles, fireworks** or other **naked flames** are allowed in the hall.

I agree to these conditions in relation to my booking of the Hall

Signed.....(Hirer). Date.....