

Pitstone Memorial Hall Conditions of Hire

This Hire Agreement ("Agreement") is made between the Pitstone Memorial Hall Management Committee ("the Committee") and the Hirer ("the Hirer") whose details are recorded via the digital booking system at www.pitstonememorialhall.co.uk.

1. Booking and Confirmation

- All bookings must be made through the online booking system.
- A booking is only confirmed once the Hirer receives written confirmation via email or the booking platform.
- The Hirer must be at least 18 years of age.

2. Hire Charges, Payment, and Deposit

- Hire charges are displayed on the booking system at the time of reservation.
- An invoice will be issued following booking confirmation.
- All charges must be paid within 14 days of the invoice date. Failure to do so may result in the event being removed from the booking system.
- A refundable deposit is required to cover potential cleaning costs and damage to the Hall or its contents.
- The Committee reserves the right to retain part or all of the deposit if the Hall is left in an unsatisfactory condition or if any damage occurs during the hire period.

3. Use of Premises

- The Hall must only be used for the purpose stated in the booking.
- Subletting or transferring the booking is not permitted.
- The Hirer is responsible for ensuring the Hall is left clean, tidy, and secure.
- Chairs and tables should be returned to the designated storage areas. Failure to do this may mean a part of your deposit is withheld.

4. Access and Duration

- Access times are strictly as per the booking confirmation.
- Set-up and clear-up must be included within the booked period.
- Overrunning may incur additional charges.

- A door access code will be emailed to the Hirer 7 days prior to the event. This code must not be shared with unauthorised persons.

5. Health, Safety, and Conduct

- The Hirer is responsible for the safety and conduct of all attendees.
- Fire exits must remain unobstructed at all times.
- Smoking is prohibited inside the Hall.
- Any accidents or incidents must be reported to the Committee.
- Music should be turned down to a low level by 11pm to avoid disturbing our residential neighbours beyond this time

6. Licensing and Permissions

- The Hall holds licences for music and public entertainment.
- The Hirer must confirm whether additional licences are needed (e.g., for alcohol sales) and obtain them if required.

7. Damage and Liability

- The Hirer is liable for any damage to the Hall or its contents.
- The Committee may retain part or all of the deposit to cover repair or cleaning costs.
- The Committee is not responsible for loss or damage to personal property.

8. Cancellations

- Cancellations must be made via the booking system.
- Cancellations made more than 14 days before the event will receive a full refund.
- Cancellations made within 14 days of the event may incur a charge, which will be deducted from the refund at the Committee's discretion.

9. Data and Communication

- Personal data is handled in accordance with the Hall's [Privacy Policy](#).
- The Hirer agrees to receive communications related to their booking via the contact details provided.

10. Agreement Acceptance

By confirming a booking through www.pitstonememorialhall.co.uk, the Hirer agrees to abide by the terms of this Hire Agreement and any additional conditions outlined in the booking confirmation.