**ROE HILL HALL AND LEMSFORD HALL**
**CONDITIONS OF HIRE**

1. All lettings are at the discretion of the Council and its authorised officers. The Clerk will reserve the right to refuse a booking.

2. THE HIRER SHALL PAY A DEPOSIT OF £50.00 WHICH IS RETURNABLE EXCEPT:

   (A) IN THE EVENT OF DAMAGE TO THE BUILDING, OR FIXTURES AND FITTINGS, BOTH INSIDE AND OUTSIDE THE PREMISES.
   IN THE EVENT OF DAMAGE COSTING LESS THAN THE SECURITY THE DIFFERENCE WILL BE REFUNDED. IF DAMAGE COSTS MORE THAN THE SECURITY THE HIRER SHALL BE LIABLE FOR THE DIFFERENCE.

   (B) IN THE EVENT OF ANY OF THE CONDITIONS OF HIRE BEING BROKEN BY THE HIRER.

   (C) IN THE EVENT OF ANY EMERGENCY SERVICES BEING CALLED TO THE BUILDING AS A RESULT OF ACTION OR BEHAVIOUR BY THE HIRER OR HIS GUESTS.

   (D) IN THE EVENT OF THE BOOKING BEING CANCELLED.

3. The hirer shall be present and totally responsible for the premises during the hire period.

4. The hirer shall be entitled to use only the areas within the premises specified on the hire agreement.

5. All fees, including the deposit, must be paid 2 months before the hire date.

6. (a) All functions must cease no later than 11.30 p.m.and the premises vacated by midnight with a minimum of noise as both Halls are located in a residential area.

   (b) To comply with the Public Entertainment Licence, music must cease no later than 11.30 p.m.

7. The hirer shall ensure that immediately after the function:

   (a) Chairs are clean, stacked and replaced to their storage area.

   (b) All tables, work surfaces and any ancillary items used are cleaned and replaced to their storage area.

   (c) Any spilt liquids are mopped up.

   (d) All floor areas used are swept clean.

   (e) All loose rubbish is put into bags provided and the bags placed in the bin proved outside the premises.

8. The hirer shall be responsible for the setting out of tables and chairs as they so require.

9. The hirer shall ensure that all fire exits, passages and doors are kept free and unobstructed during the hire period. This includes access from the road to the main doors of the premises.

10. During the hire period the hirer shall not interfere with any electrical installations, nor drive nails or pins into walls or woodwork, nor use sticky tape or other materials on surfaces possibly damaged by such use.

11. No drinks may be brought onto the premises. All wines, spirits, beer, etc. must be supplied through the Bar.

12. Bottles of wine/champagne may be brought onto the premises but a corkage fee will apply and must be paid in cash on the night.

13. The Bar will open and close at normal Licensed times.

14. The Lounge Bar is not exclusive to the hirer. It is used by Sports Teams throughout the year.

15. Maximum Attendance ROE HILL 150 (SIT DOWN MEAL 100)
    LEMSFORD 120 (SIT DOWN MEAL 75)

16. The hire time includes time allowed for cleaning and vacating the premises. Time over and above the hire time will be charged in multiples of 1 hour and deducted from the deposit.

17. It is requested of the hirer to ensure that underage drinking does not take place. Buying alcohol for consumption by a person under 18 is an offence. The Bar Staff have the right to refuse any person whom they consider is under the age of 18 years.

18. The Council reserves the right to cancel any letting for any time, or in an emergency, or on giving not less than 28 days notice in writing. In such cases fees paid shall be refunded to the hirer by the Council. The Council shall not be liable to pay any compensation to any person in respect of the cancellation.

19. No fee paid will be refunded where the premises are not used on the day for which they are hired, except in the event of a cancellation not later than 3 months before the date of reservation for a reason acceptable to the Council. The hire charge may be refunded less a charge to cover administration costs.

20. The Centre Manager and any other authorised member of staff shall have access to all parts of the premises during the hire period.

21. THE COUNCIL SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED TO ARTICLES WHILST ON THE COUNCIL'S PREMISES.

22. THE HIRER (except in exceptional circumstances, and then only with the permission of the Manager) SHALL NOT ALLOW GUESTS TO ENTER THE BUILDING AFTER 10.15 P.M. FAILURE TO ADHERE TO THIS CONDITION MAY RESULT IN THE LOSS OF THE DEPOSIT.

23. (a) No bookings can be made by anyone under the age of 21
    (b) A Bar will not be provided for a Birthday Party for anyone under the age of 21

24. The use of smoke machines or any form of pyrotechnics IS STRICTLY PROHIBITED either inside or outside the building.

25. No bookings can be taken for Birthday Parties for ages 13 to 20 year olds.