



**THE PERSON OR ORGANISATION NAMED ON THE BOOKING FORM
(to be known as the Hirer)**

The Hirer is responsible for:

1. Application for a **T.E.N. LICENCE** from Somerset Council (If Alcohol is to be sold) - **10 working days before event**
2. Ensuring that all activities are wholly within the law.
3. Maintaining the Hall and all fixtures and fittings are in good & clean order.
4. Safety and good conduct of everyone in and outside the building.
5. Observing the fire regulations; for example, hirer to be acquainted with firefighting measures and to ensure specified means of escape are monitored and kept free of obstruction.
6. Responsible for ensuring –
 - a. The Hall is left in a **clean & tidy** state
 - b. **Turn off** all heaters & lights
 - c. Ensure all doors are **locked**
 - d. Ensure all windows are **closed/locked** as appropriate
 - e. Take away **ALL rubbish** & leftovers.
7. Cost of ALL damage, however caused
8. Ensuring noise (especially from music) is kept to a reasonable level music must stop at midnight
excessive noise is a statutory offence
9. In the case of parties/discos for young person's **adequate** adult supervision must be present at **ALL times**.
10. If preparing, serving or selling food observe all the relevant food hygiene legislation and regulations.
11. Ensuring that any electrical appliances brought and used on the premises shall be safe and in good working order and used in a safe manner.
A residual current circuit breaker is provided at the main supply board and the hirer must make use of it in the interests of public safety.

The Hirer is to be aware that there is **NO telephone** in the hall; it is therefore recommended that

1. Hirers have ready access to a mobile phone.
2. To be aware that the Hall is a **NO Smoking** venue.
3. Reporting all accidents promptly in the **Accident Book** (sited in kitchen window)
NOTE: First Aid instructions also available in kitchen window.

The Hirer must get prior approval for

1. **Extensions** to existing electrical fittings
2. **Decorations** or any fly posters in the vicinity of the Hall.
3. **Animals** - guide dogs exempted, but no animal to enter kitchen.
4. **Early Arrival** - Entering the Hall before or after the time booked
5. **Attaching** anything to the building, internally or externally. - **Blu-Tack and Sellotape are expressly forbidden** - damage to walls will incur a cost.

THE MANAGEMENT Reserve the right to:

1. Refuse or cancel bookings
2. Increase charges
3. Recover cost of damage from deposits or otherwise
4. Enter the hall at any time

THE MANAGEMENT Is not liable for:

1. Theft or damage of personal property
2. Failure of Mains Services affecting the hiring
3. Expenses incurred by attendance at the Hall by Fire, Police or Ambulance.
4. Public liability cover for commercial hirer

The Hirer to Date and Sign as proof of understanding email to <mailto:jimduffus@hotmail.com>

Signature: Date: