

## **ADDISON CENTRE TERMS & CONDITIONS OF HALL HIRE**

1. An application form must be completed before a booking will be confirmed
2. The hirer must provide a name, address and full contact details and be over 18 years of age
3. The Centre will ONLY accept modifications to the booking arrangements from the hirer. The hirer may however nominate TWO other persons who may also modify agreed arrangements on their behalf.
4. A designated responsible adult must be in attendance throughout the hire
5. The hirer should note that due to fire regulations the maximum number of persons permitted to be in the Hall at any time is strictly limited to 250 people seated or 400 standing.
6. Provisional bookings will be held for 7 days only. When a booking is confirmed a non-refundable deposit of 50% of the hire charge will be required. The outstanding balance must then be paid within 45 days of receiving the final invoice for the hire. In the event that the hall is unavailable due to unforeseen circumstances or as the result of government legislation your deposit will be returned to you in full.
7. Payment must be made by the due date on the invoice, or your booking may be cancelled.
8. A security and damage bond of £250 is also required. The Addison Centre will take all details relating to your credit card. No money will be charged to the card, provided all areas covered by the hire agreement are left in an acceptable state and that the terms and conditions of hire have been adhered to.

### **FIRE SAFETY**

9. The hirer must receive, read and sign a separate undertaking in relation to fire safety throughout the period of the hire.
10. In order to comply with Fire And Disability regulations ALL areas must have clear routes to disabled toilets and fire exits.
11. The hirer will be shown the fire alarm system in the case of the fire. If the alarm sounds - even if it is a false alarm - the Addison emergency number must be contacted. Failure to do so will result in a £50 additional charge.

### **CONSUMPTION OF ALCOHOL**

12. Alcohol may only be drunk on the premises if purchased from the Addison or served by the Addison and corkage paid by the hirer. No alcohol may be brought into and consumed at the Centre from any other source.
13. The management reserves the right to enter the premises at any point within the booking. If there is any evidence of alcohol being consumed that has not been purchased via the Addison, the management will terminate the hire and you will be asked to leave the premises.
14. The bar will close 30 minutes prior to the end of the event.

## **END OF HIRE ARRANGEMENTS**

15. The hirer of the Hall is responsible for leaving the Hall in a clean condition. All rubbish, including unsold items from bazaars and jumble sales, table decorations, posters and fliers etc. must be removed by the hirer on termination of the letting.
16. If the kitchen is included in the letting the floor must be swept and wet mopped. Surfaces should be wiped down and all food waste removed.
17. All toilets should be flushed before leaving.
18. The hirer shall ensure that all necessary steps are taken to prevent persons in the neighbourhood being unreasonably disturbed by noise, including noise made by persons leaving the premises.

## **ENTERTAINMENTS**

19. All electrical equipment brought onto the premises must be of good repair and carry proof of PAT testing by a qualified electrician.
20. Nails, screws, drawing pins, adhesive tape and Blu-Tack are not to be attached to any surface in the Hall. The hirer will be responsible for any paint etc. removed or damaged due to misuse.
21. No furniture or equipment may be removed from the building without the prior permission of the Centre Manager
22. The hirer of the hall shall be solely responsible for ensuring that the Hall shall not be used for any performance of dramatics or musical works which infringe the laws of copyright. The Trustees shall not be responsible for the cost of any prosecution or fine issued as a consequence of such a breach during the period of hire.
23. Children are not allowed on the stage unless as part of supervised performance. We have expensive electrical equipment behind the curtains and any damage will be taken from your deposit.
24. Permission for lighting or illumination other than that already provided must be obtained at the time of booking.
25. No naked flame candles or tea lights on premises, no indoor fireworks or any party explosives on premises.
26. Fireworks may not be let off anywhere within the building or in the car park or surrounding grounds without written permission from the Trustees. Failure to comply will result in the withholding of any deposit pending police, licence or damage claim inquiries.

## **GENERAL**

27. The Trustees will not accept any responsibility for damage caused to any vehicle using the car park.

28. Hiring of the Hall is at the discretion of the committee. The Trustees reserve the right to alter, change or cancel the hiring and to enter the Hall at any time to ensure compliance with these terms and conditions.