

# MALEW PARISH COMMISSIONERS

## TERMS & CONDITIONS APPLYING TO THE LETTING OF BALLASALLA VILLAGE HALL

**IMPORTANT: Please read the following terms and conditions before undertaking to hire Ballasalla Village Hall.**

1. The hirer undertakes to accept the responsibility for and indemnify the Authority against liability for the consequence of accident to any person whilst entering or leaving, or upon the premises, and for any damage to the building and equipment therein, in connection with the Letting. The hirer **MUST** have their own insurance cover in place.
2. The hirer's use of the premises will be regarded as an implied acceptance of these conditions.
3. All requests should state precisely what purpose the hall is hired for, the time of arrival and departure. The hirer should allow sufficient time before their stated time of departure to enable them to leave the premises in a clean and tidy condition, and upon leaving the premises; the hirer must accompany the caretaker around the premises to ensure all facilities are in order, and that no damage has occurred.
4. It must not be assumed that accommodation is available until an official Authority Booking Form has been issued.
5. Malew Parish Commissioners' Office has the right to withdraw permission at any time.
6. No sub-letting is allowed.
7. The hirer is responsible for any licences required conforming to regulations. **The Village Hall is not licensed for the Sale of alcohol.**
8. The hirer must ensure that the numbers admitted **do not exceed** the maximum number stated on the booking form.
9. The hirer should publicise the fire procedures before the start of any letting. (The caretaker will escort the hirer around the premises prior to letting, noting the fire alarm, fire extinguishers, fire exits and procedure to take in the event of fire).
10. To comply with fire regulations, candles are not allowed.
11. Prior permission is required by this authority before tents, marquees, etc., are erected. *It should be noted that extra charges additional to the cost of hiring the hall may be involved, for example, wedding receptions, etc.*
12. If the garden areas are unfit for use due to inclement weather or other reason, then the garden areas will not be available for use.

13. In the event of the Authority requiring the premises for its own use, a Letting will be suspended or cancelled.
14. All applications for regular weekly or monthly bookings must be renewed each academic year.
15. Should the hirer require use of the kitchen facilities, this must be made clear on the booking form.
16. The hirer must complete relevant information required on the booking form. **Adequate supervision is to be provided by the hirer. NB: It will be at the discretion of the Caretaker to bring to a halt any event that he deems has become irresponsible or dangerous.**
17. Any damage to equipment or fittings, or injury to any person must be reported immediately to the Caretaker, who will record this in the Accident Book. The person hiring the premises should sign the entry to ensure accuracy.
18. First-aid materials are available in an emergency from the caretaker. The hirer is responsible for ensuring there are adequate numbers of first-aiders present.
19. All breakages and costs involved are the responsibility of the hirer.
20. A deposit or full payment in advance may be required at the Authority's discretion for certain functions.
21. The Authority does not accept responsibility for loss or damage to personal property.
22. Bookings are valid upon completion and return of Booking Forms.
23. Invoices sent following hire of premises **must be paid for by the due date** stated on the invoice.
24. Failure to comply with the above regulations will result in the use of the facility being withdrawn immediately.