



## MALEW PARISH COMMISSIONERS

### TERMS AND CONDITIONS FOR THE LETTING OF BALLASALLA VILLAGE HALL

**IMPORTANT – *Please read the following terms and conditions before undertaking the hire of the 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.
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 ensure that all facilities are in order and that no damage has occurred.
4. It must not be assumed that accommodation is available until an official 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. **It is requested that all events finish at 11 p.m.**

9. The hirer should publicise the fire procedures before the start of any letting.
10. To comply with fire regulations, **candles are not allowed.**
11. Prior permission is required by this Authority before tents, marquees, bouncy castles, etc. are erected. *It should be noted that extra charges additional to the cost of the hiring the hall may be involved, for example, wedding receptions, etc.*
12. If the garden areas are unfit for use due to bad weather, or other reasons, 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. Should the hirer require use of the kitchen facilities, this must be made clear on the booking form.
15. The hirer must complete relevant information required on the booking form. **Adequate supervision is to be provided by the hirer. It will be at the discretion of the Caretaker to bring to a halt any event that is deemed to become irresponsible of dangerous.**
16. Any damage to equipment or fittings, or injury to any person must be reported immediately to the Caretaker.
17. First-aid materials for emergencies are available in the kitchen.
18. All breakages and costs involved are the responsibility of the hirer.
19. A deposit or full payment in advance may be required at the Authority's discretion for certain functions. Invoices sent following hire of premises **must be paid for by the due date** stated on the invoice.
20. The Authority does not accept responsibility for loss or damage to person, property or vehicles.
21. Bookings are valid upon completion and return of booking forms.
22. Failure to comply with the above regulations will result in the use of the facility being withdrawn immediately.