



Terms and Conditions of Hire for the Corringham Hall

PLEASE READ CAREFULLY

- All hirers **MUST** be over eighteen years of age.
- All applications for hire **MUST** be made to the Bookings Secretary.
- The committee reserve the right to refuse any application for hire without reason.
- The committee can **TERMINATE** any hire **WITHOUT** notice and with immediate effect.
- The **HIRER** is responsible for the conduct and actions of their guests or members during their period of hire.
- The Corringham Hall is a fully licensed premises and it is an **OFFENCE** to bring any alcoholic or soft drinks whatsoever onto the premises. Any hirer found in breach of this rule will have their hire **TERMINATED** immediately and **WILL** forfeit all hire fees and deposit.
- Upon receipt of our invoice, we require the payment of the deposit fee within fourteen days from the date of the invoice, and the outstanding balance to be paid not less than six weeks before the booked event date. If the deposit is not received within the stated period the hire date **WILL** be cancelled and re let without further notification.
- If the booking date and the hire date are less than six weeks apart, we **WILL** require the full invoice amount to be paid upon receipt of the invoice.
- The deposit is refundable **ONLY** if the hirer leaves the hall in a clean and tidy condition and all chairs and tables have been unset and put away. All items of rubbish have been removed and placed in the bins provided. The deposit **WILL NOT** be refunded if the hirer cancels with less than six weeks from the original booking date.
- The committee reserve the right to **CANCEL** any booking at any time without notice or explanation, in which case the hirer will receive a full refund of monies paid. The committee **WILL NOT** be responsible for any loss of estimated income or any other expenses sustained by the hirer resulting from such cancellation.
- The committee **SHALL NOT** be responsible for any loss to the hirer due to any mechanical breakdown, or breakdown of machinery, failure of electricity supply, leakage of water, fire, government restrictions, acts of god or other circumstances, which may cause the hall to be temporarily closed, or the hiring to be interrupted or cancelled.
- The committee **WILL NOT** be responsible for any loss of property, injury to persons or any other claim sustained as a result of the hire.
- The hirer **MUST** indemnify the committee against any damage to, or loss of property, or to injury to persons, however this damage or injury might have been caused as a result of hire.
- The hirer **MUST** give right of entry to the premises at all times during the hire period to Police Officers, Council Licensing Officers, Environmental Officers, Fire and Rescue and Customs and Excise officers.
- At **NO TIME** will the hirer be given any keys, access fobs or entry codes to the hall or other parts of the building.

- Any member of the committee has right of access to all parts of the building at all times and shall be given full access unhindered. The hirer MUST obey all verbal or written instructions given to them by a committee member and follow any directives given with special regard to Health & Safety issues or other legal regulations that may from time to time be in force.
- Hirers MUST NOT sublet the hall or any part thereof, or allow the hall to be used for any purpose other than for which the same is hired, or assign the benefit or burden of the hire assignment.
- NO copyright, dramatic musical work shall be performed without a licence. Owner of the copyright and all such licences shall be produced on demand to the bookings secretary. The hirer MUST indemnify the committee against any infringement of copyright that may occur during their hire.
- The hirer is responsible for keeping good order prior to, during and after their event or meeting throughout their hire.
- Hirers CANNOT enter the hall prior to their official booked start time and MUST leave the premises on or before the official booked END time. If the hirer is found in breach of this rule the committee WILL assign an additional hire charge for the time occupied which will be taken from the deposit fee held.
- It is the responsibility of the hirer to make sure that the number of guests does not exceed the permitted maximum for the hall. The small hall is licensed for eighty persons and the large hall for 200.
- The committee will provide a licensed bar for all events where alcohol is consumed or purchased on the premises.
- At all functions where alcohol is served, there will be NO ADMITTANCE to the hall to anyone after 22:30 hrs. When the hall is hired for the purpose of a dance or other social event, and an extension of the bar licensing hours is granted, the offering for sale of tickets at the doors of the hall is strictly prohibited.
- At ALL FUNCTIONS when a licensed bar is booked a committee member who will be the licensee will be in attendance throughout the hire.
- No item shall be brought into the hall that is likely to cause damage to the hall. No nails, tacks, adhesive tape or anything whatsoever shall be driven, fixed or stuck to the walls, or the hall floors that will cause damage to the floors. No advertising material unrelated to the activities held at the hall will be permitted in any part of the hall or fixtures or boundaries to the hall at any time.
- All advertising boards provided will be granted only by the committee and only to regular hirers of the hall. The committee will arrange for the hires details and design to be applied to the boards. Charges for this service will be applied to the hirer's monthly invoice.
- NO TAP DANCING – ROLLER SKATING or SKATE BOARDING is permitted in any part of the building or the surrounding grounds within the halls boundary fences. NO BALL games are permitted anywhere inside the halls.
- When seating is used in the halls, passageways, gangways and doorways MUST be kept clear and unobstructed. It is the hirer's responsibility to ensure that all emergency exits are kept clear AT ALL TIMES throughout the hire period.
- NO FLAMMABLE material of any kind including food warmers and candles can be used anywhere within the building for any purpose.
- Bookings will only be accepted on the understanding that the hirer accepts full responsibility for complying with all of these terms and conditions for hire as specified in this document. Violations CAN result in termination of your hire.
- Any complaints concerning the hall or its staff MUST be in writing to the bookings secretary and any matters arising from such a complaint, the committee's decision is final.
- The committee reserve the right to amend ALL the hire fees and charges and amend the conditions of hire at any time. Such amendments will be notified to the hirer twenty eight

days prior to implementation. Full payment in advance of the total charge DOES NOT exempt the hirer from suffering the full amount of any increase in hire charges.

- It is the responsibility of the hirer to ensure that any sub- contractor or service provider such as DJ's etc., are made aware of these terms and conditions and that they comply with them. All such persons MUST also be made aware of the hirer's emergency evacuation plan.
- It is the hirer's responsibility to ensure that any sub-contractor or service provider such as DJ's etc., that have cause to use our electricity supply for their own portable electrical equipment provide the committee with a copy of their current PAT test certificate and liability insurance at least two weeks before the event.
- It is the hirer's responsibility to ensure that due diligence is taken at all times during their hire to ensure that all aspects of the Fire regulations are adhered to.

THE HIRER MUST PROVIDE A COPY OF THEIR LIABILITY INSURANCE WHEN APPLICABLE

PLEASE NOTE THAT IF A HIRER CANCELS A BOOKING LESS THAN 1 MONTH PRIOR TO THE ORIGINAL BOOKED DATE. THE HIRER WILL FORFIT THE FULL DEPOSIT AMOUNT