



Town Hall
Sherwood Drive
New Ollerton
NEWARK
Nottinghamshire
NG22 9PP
Tel: 01623 860811
Email: ollerton-tc.gov.uk

Clerk: Karen Wakefield

CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of the following they should consult the Town Hall for clarification)

- 1 **The HIRER** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care and safety from damage, however, slight, or change of any sort.
- 2 **The HIRER** shall be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. **Children must be supervised at all times by a responsible adult.**
- 3 **The HIRER** shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof not allow the consumption of alcoholic liquor thereon without written permission.
- 4 **The HIRER** shall be responsible for obtaining such licences as may be needed, whether for the consumption of intoxicating liquor, from the Performing Rights Society, or otherwise and for the observance of same.
- 5 **The HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- 6 **The HIRER** shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the cartilage thereof of the contents of the building which may occur during the period of the hiring as a result of the hiring. Charges for damages will be invoiced separately at the end of the calendar month.
- 7 **The HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to secure a replacement booking, question of the payment or re-payment of the fee shall be at the discretion of the committee.
- 8 **The HIRER** will be responsible for the security of the premises at evening and weekend functions for the duration of the hiring and in the event of the function ending before the specified time should ensure that the premises are not left unattended prior to the Caretaker's return. An emergency contact number can be located in the entrance hall.
- 9 At the end of the hiring, **the HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition. If any contents are removed the Committee shall be at liberty to make an additional charge.
- 10 The committee will not be responsible for the damage or theft of any items left at the end of the hire period.
- 11 In the event of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired the Committee shall not be liable to **the HIRER** for any resulting loss or damage.