

TERMS AND CONDITIONS OF LETTING

1. All hire charges must be paid in full, failure to make payments by the due date will result in cancellation of the booking. Payment is expected no later than 7 days from invoice date.
2. Confirmed and paid for bookings which are subsequently cancelled by the hirer, will be subject to the following cancellation charges: 100% of the fee paid
3. The Management Committee reserves the right to refuse any application, and in exceptional circumstances, to cancel any booking at any time, in which event only the fees paid will be refunded.
4. Access to the rooms hired is permitted up to 30 minutes prior to, and 30 minutes after, the hire period booked if so requested. This time is for setting up and clearing away only, not for the function itself. Additional access time before or after the function is chargeable.
5. In accordance with the Town and Country Planning (Control of Advertisement) Regulations 1969, flyposting of functions to be held on the premises is not permitted. Advertisements, posters, placards are not to be displayed on any part of the building without the express consent of the Management Committee. Failure to observe this condition will result in the immediate cancellation of the booking.
6. The hirer shall pay for all damage that may be done or occasioned to the premises, or to the fixtures, furniture, articles and things belonging to the hall, during their occupation (such damage to be assessed by the Management Committee whose decision thereon shall be final) and shall leave the premises and the fixtures, furniture, articles and things therein in as clean and good order and condition as they were at the time of entry.
Any damage or defect caused must be reported as soon as practicable to chair@darwinhall.org.uk & bookings@darwinhall.org.uk giving as much detail as possible.
7. This hirer agreement limits the hirer responsibility for damages to the premises or the contents of the premises to £1 million
8. The Management Committee will not in any circumstances be responsible for any damage, injury to, or loss of goods or property brought to the premises for exhibition, sale or other purpose, or for goods or property left by the hirer or persons attending any meeting or function therein, or for damage or injury to the person of the hirer or any persons being in or about the premises whilst in the use of the hirer, and the hirer shall and by acceptance of these conditions thereby does indemnify the Management Committee against any claims which may be made upon them in respect thereof, unless Negligence is proven in a Court of Law
9. A programme of all music played or rendered in the premises must be transmitted on the proper form to the Performing Rights Society immediately after each event.
10. The maximum number of persons to be admitted to the Main Hall shall be:

a) Dancing (i.e. no tables or chairs)	160
b) Functions where tables and chairs are set out	120
c) Auditorium style (no tables but with stage area)	130

The maximum number of persons to be admitted to the Meeting Room shall be 25.
11. All functions shall finish not later than 11.00 pm.
12. Smoking is not permitted in the building or the grounds including the car park.
13. Please wash crockery and cutlery thoroughly. Should staff have to re-wash items, you will be invoiced.

SAFETY REQUIREMENTS

1. The hirer will be deemed the competent person to be in charge throughout the whole time that the premises are open to the public unless we are advised otherwise and shall be assisted if necessary by a sufficient staff of competent attendants who shall be specially instructed as to their duties in the event of fire or panic.
ANY INSTRUCTION GIVEN REGARDING THE SAFETY OF THE PUBLIC SHALL BE PUT INTO IMMEDIATE EFFECT.
In the event the Fire Service is called The Hirer must notify the committee as soon as practicable via the emergency contact information provided within the hall.
2. Authorised Officers of the Darwin Hall Committee, Police Officers on duty and Officers of the Fire Brigade on duty shall be admitted immediately at all reasonable times to all portions of the premises.
3. All exits and corridors shall be kept free from obstruction, whether permanent or temporary.
4. Temporary electrical installations shall not be used without the prior written consent of the Management Committee.
5. All scenery, cloths, draperies, floral decorations, properties, hangings, curtains and all fabric decoration, shall be rendered non-flammable, preferably in process of manufacture and maintained so.
6. No flammable substance shall be brought into the building without the prior written consent of the Management Committee.
7. Do not use tape or blu-tac or pins on the wall. Low tack products that can be removed without marking the walls may be used.
8. The Hirer shall make themselves aware of all the information on the Health and Safety notice board within the entrance foyer and the Health and Safety folder within the kitchen
9. The Hirer will open and securely lock hall after use, the times booked should be adhered to or further charges will be applied

Please note that there cannot be any dogs (except guide/assistance dogs) or smoking in or on the grounds of the Hall.

Children using the outdoor space must be always supervised by an adult. Ball games are acceptable, but the ball must be kept away from the fence and should not enter neighbouring gardens.

Please acknowledge by email to: bookings@darwinhall.org.uk that you, as the hirer, have read these all the directives and are willing to follow the instructions stated above.