Terms and conditions for the hire of facilities at the Greig Hall Alcester

Please be aware when booking The Greig Hall, Alcester, that the venue is run, in the main, by volunteers on behalf of the Greig Hall Charitable Incorporated Organisation (CIO).

1. DEFINITIONS AND INTERPRETATIONS

In these terms and conditions for the hire:

I. 'The Greig Hall' (the Hall) means the main hall, toilets and foyer at the Greig Hall, Kinwarton Road, Alcester, Warwickshire, B49 6AD; 'The Lounge' means the space in the right wing of the Hall plus use of toilets and foyer; 'The Jazz Bar' means the space in the left wing of the Hall and use of the toilets and foyer; 'The Stage and Green Room' means the performance-related spaces to the rear of the Hall including the use of their toilets.

II. 'The function' means the purpose for which the Hall is hired.

III. 'The accommodation' means the areas of the Hall that have been hired.

IV. 'The Hirer' means the person or persons making the application for hire and the name(s) included in the application form.

V. 'Commercial Hirer' means a for-profit company or business.

VI. 'The period of hire' means the length of time the Hirer has applied to hire the accommodation which, unless by prior written agreement, expires at 10.30pm.

VII. 'Public events' means those functions where the general public may attend whether by payment, entry fee, or for free.

2. APPLICATIONS FOR HIRE OF THE GREIG HALL

2.1 All applications for the hire of the Hall must be made on the official application form.

2.2 No person under the age of 18 years will be accepted as a Hirer.

2.3 Where an organisation is named on the application form, that organisation shall also be considered as the Hirer alongside the named person as the Hirer and held responsible and liable jointly. It is the named person's responsibility to ensure all members of the organisation are aware of these terms and conditions.

2.4 Applications for the hire of the Greig Hall shall be treated equally, with no discrimination on the basis of ethnicity, nationality, gender, religion, or disability.

2.5 Provisional bookings must be confirmed by forwarding the application form and 50% deposit of the booking fee, **within 7days**, otherwise the provisional booking will lapse.

2.6 These terms and conditions of the hire together with the application form constitute the terms for the hire of accommodation at the Hall.

2.7 The Greig Hall CIO reserves the right to refuse any application for the hire of accommodation at the Greig Hall; such decisions will normally be informed by a risk assessment.

2.8 No variation to these Terms and Conditions shall be effective unless agreed in writing and signed on behalf of the Trustees of the Greig Hall CIO.

2.9 The Greig Hall CIO reserves the right to vary the conditions of the agreement at any time on giving **fourteen calendar days**' notice. Any variations so made shall be deemed to be incorporated into these conditions. The Hirer may, **within seven calendar days** of the date of such notice, terminate the hire on the basis of the amended agreement, without charge.

3. FACILITIES

3.1 Use of the Hall, Lounge, Jazz Bar or stage/Green Room only includes the use of the adjacent access routes, foyers and toilet facilities. It does not include the kitchen or the main Hall bar or Jazz bar unless agreed according to the paragraphs below.

3.2 Use of the kitchen for food preparation is only permitted if a competent caterer is being used – a suggested list of caterers is being compiled. When not in use by caterers, the kitchen may be used for tea/coffee making. When caterers are using the kitchen. the Lounge servery may be used for refreshment purposes if that space is available.

3.3 Use of the bar in theHall or the bar in the Jazz Bar will be subject to confirmation that Greig Hall CIO volunteers or part-time paid staff are available and, according to the nature of the function, a minimum spend may be required. Use of the bar facilities is subject to the terms of the Premises Licence held by the Greig Hall CIO.

3.4 The Hall will make available such chairs and tables as are referred to in the application form. It is the responsibility of the Hirer to ensure these are arranged to suit their needs unless specifically agreed otherwise on the application form. When tables/chairs are moved, the Hirer is also required to return such items to their storage positions.

3.5 All equipment required must be stated at the time of the application. Failure to do so **may result in equipment notbeing available** or an additional charge being applied.

4. HIRE CHARGES.
4.1 Hire charges will remain as agreed at the time of booking, following receipt of a booking form and a 50% non-refundable deposit which is to be paid with the application form. This deposit will not be refunded if the Hirer chooses to cancel their booking for any reason.

4.2 If, in exceptional circumstances, the Greig Hall CIO is obliged to cancel a confirmed booking the Hirer may rebook at the rate agreed at the time of the booking or receive a full refund. However, the Greig Hall will not accept liability for any expenditure incurred or loss sustained directly or indirectly by the Hirer arising from the cancellation.

5. PAYMENTS.
5.1 Payment of the balance of the booking must be paid in full no later than the day of the hire. Cheques should be made payable to 'The Greig Hall CIO'; BACS payments can be made to Lloyds Bank account number 10248162 Sort Code: 30-54-66

6. CANCELLATION OF HIRE.
6.1 Cancellations must be made in writing at least 14 days prior to the date booked; failure to do so will result in **full payment of all charges**, as agreed at the time of booking, becoming due.

6.2 The Greig Hall CIO may cancel and refuse a refund to the Hirer at any time before or during the period of hire, and refuse further bookings, if:

6.2.1 The Hirer fails to comply with these terms and conditions of hire.

6.2.2 Payments are delayed or cheques do not clear through the banking system.

7. INSURANCE.
7.1 The Hirer shall be responsible for their visitors/invitees to the function, including their safety and well-being whist attending the function.

7.2 Every Commercial Hirer, by way of indemnity, must effect Public Liability Insurance with a reputable insurance company to cover all claims, cost or demands in respect of personal injury and/or loss of, theft of, and/or damage to property, howsoever suffered or incurred by any person or company, which may arise out of the hiring of accommodation at the Greig Hall. The Greig Hall CIO will require production of evidence of same. Failure to produce evidence will result in cancellation of the hiring.

7.3 The Hirer shall pay, to the Greig Hall CIO, the amount incurred by the Greig Hall CIO in making good any damage to, or loss of, the building, furniture, carpets, furnishings, fixtures and fittings or any article or equipment belonging to the Greig Hall CIO and arising directly or indirectly out of the hiring.

7.4 The Hirer has a duty to report any and all damage, including breakages to

furniture, fixtures and fittings when they are discovered. Failure to report damage may result in the cancellation, without refund, of any and all future bookings/periods of hire already agreed.

8. MAINTAINENCE OF GOOD ORDER

8.1 The Hirer shall at all times be responsible for the maintenance of good order during their function, and shall ensure that no person who may be a danger to others is permitted to enter, remain or otherwise make use of the accommodation, and that no person shall trespass on those parts of the Greig Hall not hired by the Hirer. Upon instruction from the Greig Hall CIO, the Hirer shall remove or cause to be removed any person (or persons) from the accommodation where the safety of others is at stake.

8.2 As appropriate, the Hirer shall ensure that responsible persons are appointed to act as stewards to see that the foregoing requirements are strictly observed.

8.3 In addition, it is the Hirers responsibility to provide adequate security at the entrance and stewarding of the car parking, where it is deemed necessary by the Greig Hall CIO (see also **Section 14 Parking of Vehicles)**.

9. PROHIBITIONS

9.1 All hirings are subject to the following prohibitions:
a) Alcohol must not be brought into the accommodation. For the avoidance of doubt, alcohol may be offered as a raffle prize (or similar) but this must not be consumed in the accommodation during the period of hire (**see section 24**). b) No bolts, screws, nails, tacks or pins shall be driven into any part of the Greig Hall including the stage and backstage areas.
c) No alterations or additions may be made nor may any fixtures be installed or placards, decorations or other articles attached in any way to any part of the premises, without the prior approval of The Greig Hall CIO.
d) No balloons filled with inflammable gas are to be used.
e) Any stage properties brought in must be fire proof (evidence of proofing needed if relevant).
f) The Greig Hall CIO may refuse to allow Hirer to bring in the accommodation any article it may deem to be dangerous or offensive.
g) All electrical items brought in by the Hirer must be PAT tested. Proof of relevant certification and load testing certificates for any lifting equipment used must also be provided. For example: an appropriate and current certification of equipment (LOLER and PUWER).
h) No external decoration, flags, emblems or notices will be permitted without the Greig Hall CIO's prior consent, and internal decoration will only be allowed by the prior arrangement and written approval of the Greig Hall CIO.
i) Any fixtures/decorations which have been permitted must be fixed and removed without visible damage to any part of the building or its fixtures and to the satisfaction of the Greig Hall CIO.
j) In the case of functions which involve some danger or potential damage to the surface of the floors, the Hirer shall be responsible for all adequate precautions to ensure proper protection.
k) No live animals, articles of a flammable or explosive character, articles

producing an offensive smell, or steam, gas or other engines, or similar items may be used within or be permitted to be taken into the accommodation, without the prior authority of The Greig Hall CIO.
l) Fire Exits and doors must not be blocked, modified, propped open or otherwise tampered with. All final Fire Exit gates must remain unlocked at all times.
m) Tickets for raffles, lotteries or other such games of chance where alcohol is included as a potential prize must not be sold to persons under the age of 18 years old.

NB: should any of the above or other actions pose an extra fire risk, and the relevant insurance company require the Greig Hall CIO to pay for an additional premium in respect of the fire insurance, the Hirer shall pay a sum equal to the amount of the said additional premium.

9.2 The Hirer shall not sublet the accommodation.

10. RIGHT OF ENTRY
10.1 The Greig Hall CIO reserves for the Greig Hall CIO Trustees, and any such other persons as may be duly authorised by them, the right of free and unimpeded entry at all times to any part of the Greig Hall.

10.2 Police Officers and members of the Fire Brigade, Environmental Health and Trading Standards Departments when presenting proper identification, shall have free access to and from the Greig Hall at all times during the period of hire, without challenge.

11. NO SMOKING POLICY
It is against the law to smoke in the whole or any part of the Greig Hall; this extends to electronic cigarettes, vaporisers, or other types of electronic nicotine delivery system. Exceptions may be made where it is required by the script as part of a production provided written approval is obtained at the time of booking.

12. VACATION OF THE HALL
The Hirer shall ensure that the accommodation is vacated by all persons attending the function by the time agreed on the booking form and that all articles brought into the accommodation in connection with the function are removed within the time limit specified on the booking form. Any extra time will be charged in full.

13. FEES, ROYALTIES, ETC
The Hirer shall be liable for the payment of fees, or of any royalties charged in respect of the function held.

14. PARKING OF VEHICLES.
14.1 Under no circumstances will The Greig Hall CIO accept responsibility for the loss of or the damage to any vehicle which, in connection with the function, may be brought or let within the precincts of the accommodation.

14.2 The spaces reserved for drivers with a disability should only be used by those drivers and their party, so must be free from obstruction at all times.

14.3 In the interests of safety, the Hirer shall ensure that no vehicle is allowed to be parked in any unauthorised position and that any instruction given by the Greig Hall CIO in regard to parking of vehicles is strictly observed. Vehicles must not be parked on grass verges, paths or in the entrance driveway. Any costs arising from damage caused as a result of inappropriate/improper parking will be passed onto the Hirer.

14.4Other than the spaces immediately in front of and those to the right-hand side of the Hall, the frontage parking area is owned by Stratford District Council and the spaces are subject to the time limit stated on signs around the site. Any vehicles breaching the time limit could be fined and the Greig Hall CIO holds no responsibility for this.

14.5 By prior agreement the parking area to the right of the Hall may be used for loading and unloading.

15. MAXIMUM NUMBERS

15.1 The following shows the maximum numbers of persons, *including* artists, musicians, crew and officials, which at any time can be allowed in the accommodation. The exact numbers will depend on the stage requirements and layout of the furniture required.

Greig Hall Maximum Numbers:

Main Hall: Standing 400, Seated 350
Lounge: Standing 100, Seated 60
Jazz Bar: Standing 30, Seated 25
Stage (at all times) 50

For example: If you hire the Hall for a Music Gig/concert, with no seating, the maximum numbers of people you may have in the venue is 400. You have 20 performers, 20 stage hands, 20 tech crew, and 20 front of house staff, totalling 80 people. To prevent you from breaching the capacity, you may only sell 320 tickets.

15.2 Breach of any capacity number will result in the immediate termination of your hire, with no refund, as per section 6.2 of these Terms and Conditions.

16. EMPLOYMENT OF POLICE OFFICERS

If in the opinion of The Greig Hall CIO attendance by the Police or security personnel is considered necessary for the function, the Hirer shall be informed and be requested, at their own expense, to arrange sufficient Officers or security staff and to arrange this at least two weeks in advance.

17. RADIO, TELEVISION, PHOTOGRAPHY AND VIDEOS

17.1 The Greig Hall CIO have the sole right to make arrangements for the broadcasting or televising of any function at the accommodation and the Greig Hall CIO may retain the whole of any payment made in respect of such broadcasting or televising.

17.2 The use of photographic or video recording devices (including mobile phones) in backstage areas should not be permitted. Any use of these devices which results in the breach of any national or international law, guidance or

regulations, will be at the Hirers liability, not the Greig Hall CIOs. This includes but is not limited to Copyright Law, Health and Safety Law, and Child Protection Law.

17.3 If the use of photographic or video recording devices (including mobile phones used as cameras) in backstage areas results in the breach of the policies of an organisation the Hirer is representing, the Hirer **and** the organisation may be liable.

18. RISK ASSESMENT
When the accommodation is hired for any Public Event, the Hirer must undertake and produce appropriate evidence of a proper risk assessment for the entire booking. The Hirer must not proceed with the event until they can ensure that the assessment document can be produced on request.

19. FIRE REGISTER
19.1 It is the Hirer's responsibility to ensure an accurate count of the staff, performers and members of the public is made. This should include **ALL** members of the Hirer's staff or the organisation they belong to, but need not include those attending on behalf of the Greig Hall CIO.

19.2 Attendance numbers must be provided to the Duty Manager of the Greig Hall CIO at the start of the performance for reporting purposes in the case of an evacuation.

19.3 The Hirer must familiarise themselves with the emergency evacuation procedure before the event. It is the Hirer's responsibility to ensure that all those participating are aware of this procedure.

20. FLY POSTING
Fly posting is not an acceptable way of promoting functions that take place at The Greig Hall. In the event of fly posting taking place, the Hirer is responsible and such fly posting may result in their prosecution. This may affect this and any future bookings, including cancellation and the forfeiture of any deposit paid.

21. LIGHTING, SOUND AND ALL ADDITIONAL EQUIPMENT.
In any case where the hiring of the Greig Hall includes the in-house lighting and sound equipment, the following shall be required:
21.1 The equipment must be operated by a competent user*, under **NO** circumstances should additional equipment be run from the in-house system except by prior agreement with The Greig Hall CIO. At the end of the booking, the in-house lighting and sound system **must be returned to their found state**. Any cost incurred by adjustments to lighting not returned to its found state will be passed on to the Hirer.
(*a competent user is one who can demonstrate that they possess a level of knowledge or ability to complete the task required successfully).

21.2 Additional lighting and sound equipment can be arranged, but unless by prior consent must be hired from one of our known suppliers, a list of which is being compiled. In this respect the Hall is merely acting as an introductory intermediary and has no liability in regards to services offered or rates of pay/hire agreed/offered by the external suppliers.

21.3 It is the Hirer's responsibility to ensure that any contracted supplier conforms with these terms and conditions eg taking down the equipment within the hire period. Failure to do so may result in additional charges being levied.

21.4 If the Hirer uses the in-house equipment and causes the equipment to be damaged, lost, or stolen through accident, negligence, or other event, they will be liable for all costs in sourcing replacements.

22. CHILDREN / VULNERABLE ADULTS POLICY

22.1 Where children or vulnerable adults are included in a performance of any type, the Hirer must ensure that the relevant legislation is complied with. With all events where children are involved the Hirer must comply with The Greig Hall Safeguarding Policy, a copy of which will be provided on request.

22.2 Copies of licences, chaperone licences and child protection policies must be current and available should they be requested for inspection. Failure to do so could impact your booking and result in the cancellation of the event.

22.3 Where children are involved in a production, photographs can only be taken with the written permission of parents.

23. ENTRY TO THE BUILDING/SET UP

23.1 Entry to the building for the set up of a hire must be included in the time of the hire and will be charged for. Entry to the building is by prior arrangement only.

23.2 If you wish for seating/ tables to be set up for you, for a charge, you must inform the Greig Hall CIO at the time of the hire and no later than 14 days before the booking. If you choose not to take this option you will need to ensure you have sufficient time to set up the room yourself.

23.3 The Greig Hall CIO has table cloths available for hire, should you require this facility please inform the Greig Hall CIO at least 14 days prior to the date of the booking and this cost will be in addition to your hire charge.

24. BAR FACILITIES.

24.1 Use of the bar is included in the hire fee for the main Hall or the Jazz Bar. The Hirer must inform the Greig Hall CIO at the time of booking that the bar will be required.

24.2 No other refreshments can be sold or served in the Greig Hall without prior agreement from the Greig Hall CIO.

24.3 Alcohol may not be brought into the Greig Hall. It is the Hirer's responsibility to ensure this condition is maintained, failure to comply will result in the bar being closed and may result in additional charges.
This is a requirement of the Premises Licence. By breaching this condition you risk not only your own booking but the operation of the venue.

Breach of this condition may affect this and any future bookings of The Greig Hall, including immediate cancellation, and the forfeiture of any fees already paid. The Hirer may be liable to pay the full balance of fees for the remainder of the period of hire.

24.4 For the avoidance of doubt Alcohol may be offered as a raffle prize (or similar lottery) but must not be consumed in the accommodation during the period of hire.

24.5 If specific beverages are required, please ensure that these are discussed with the Greig Hall CIO at least 14 days prior to the booking. These may be subject to additional charges. Whilst we will do our best to meet particular requests we can only use best endeavours to meet such requests.

24.6 The Bar will open **45 minutes** before the start of your event or when you open the doors to your guests or audience, whichever is the earliest.

24.7 The Bar will close **30 minutes** before the end of your period of hire. (i.e. if your hire period ends at 12 midnight, the bar will shut at 11:30pm). This will allow you time to ensure the venue is clean (as per section 28 below), and allow the bar to be closed up prior to your departure from the venue.

24.8 The provision of a bar is dependent on the availability of volunteers or part-time paid staff. If none is available you will be informed at the earliest opportunity and before the commencement of your period of hire and you will have the opportunity to take a full refund for the event.

25. CATERING

25.1 The Greig Hall CIO does not have an in-house/onsite catering provider but we are compiling a list of caterers familiar with the Hall's facilities, which can be provided on request.

25.2 The use of the kitchen for catering is subject to a separate charge and is to be agreed at the time of the booking.

25.3 With regards to provision of catering services, The Greig Hall CIO is merely acting as an introductory intermediary and has no liability in regards to services offered or prices/costs offered by the catering provider. Any agreements entered into with the catering provider, including but not limited to cancellation fees, deposits, and liabilities for cancellation of the function (whether by the Hirer or The Greig Hall CIO) are the sole responsibility of the Hirer.

25.4 The Hirer and its invitees may not bring food to be sold or served into the accommodation without prior permission. This includes, but is not limited to, the provision of confectionary, biscuits, ice creams etc.

25.5 Pre-prepared food (buffets etc) may be served by prior agreement, but must not be prepared inside the accommodation unless the kitchen is booked.

25.6 The use of The Greig Hall's crockery, cutlery, or other kitchen equipment, or glassware may be subject to charge.

26. ADVERTISING.

26.1 If the function for which the accommodation is being hired is a public event and the Hirer would like it to be advertised at the Hall and on the Hall's website, they should supply the Greig Hall CIO with their publicity material at the time of booking. If it is not available at the time of booking then we should receive it no later than six weeks in advance of the function.

26.2 The cost of hire includes, for public events/functions:

- Your event included on The Greig website
- One advertising space in the building for posters - the space to be determined by the Greig Hall CIO (please note, you must provide the posters to us)

The Greig Hall CIOs specific needs for advertising any hires are:

- Digital copies of artwork and/or logos associated with the function or the Hirer, (sent to greighall@gmail.com with your event title and date in the subject line)
- Ticket prices including concessions, and any fees.
- Start time of the function.
- Audience suitability.
- Copies of any publicity photos and press releases when available (no later than 6 weeks before the function).
- A4 posters of the event to include The Greig Hall address.
- A description, in full, of your event.

26.3 The Greig Hall CIO operates a box office, which currently opens for limited hours. If you wish to use the box office to sell tickets on your behalf the sales will be subject to a box office fee of 10% per ticket/10% of the total sales value. This value will be calculated and added to your final invoice. To use this facility we will need tickets no later than four weeks in advance of the function.

26.4 If you opt to allow the Greig Hall CIO to sell tickets on your behalf (online or through the box office) then sales may be subject to credit/debit card processing fees. The Greig Hall CIO will advise you of the prevailing rate at the time of hire. Any changes in the rate would be communicated to you when they occur.

26.5 If you are using an online ticketing portal (such as Ticketsource) we can direct bookers to the relevant web-location if you provide the hyperlink details.

26.6 If you are using any online ticketing portal and are charging a box office fee you must clearly state on **all** publicity material that you are doing so. **This is a legal requirement**.

26.7 If the Greig Hall CIO undertakes to advertise your events, any changes to the line-up and event must be communicated as immediately as the Hirer is made aware. The responsibility falls on the Hirer to amend and replace any printed publicity material with alterations.

26.8 If you use the Greig Hall CIO's online ticketing portal to sell tickets on your behalf and you cancel the event, the Hirer will be liable for any costs and fees associated with the refund process. This includes but is not limited, to credit/debit card fees, administration fees and costs of advertising the cancellation. The Greig Hall CIO will inform you of these

costs and the amounts, and issue an invoice for this total to the Hirer.

26.9 The Greig Hall CIO reserves the right to withdraw any of the above services, at any time, on a case-by-case basis. The Greig Hall CIO will normally notify you of this no later than 7 days before the withdrawal of any services.

26.10 Additional advertising options are available but may be subject to a charge, these include (but may not be limited to):
 Inclusion in the Greig Hall CIO Member e-mail newsletter (if appropriate).
 A sponsored/promoted post on our Facebook page.

27. REMOVAL OF EQUIPMENT
27.1 All equipment brought in to the Hall by the Hirer must be removed at the end of the booking unless prior written agreement from the Greig Hall CIO is obtained.

27.2 With any items or equipment which remain in the accommodation fourteen days after the period of hire, the Greig Hall CIO has the right to dispose of these in a manner it sees fit. If this incurs additional costs to the Greig Hall CIO these charges will be forwarded to the Hirer. Disposal may include, but is not limited to, recycling, dismantling, salvaging or incorporation to existing assets, refuse or/and removal to a waste transfer station.

28. CLEANING OF THE ACCOMODATION.
28.1 The Hirer agrees that at the expiration of the period of hire, they will leave the accommodation in a tidy and orderly state with all the rubbish placed in secure refuse/recycling sacks/bin liners and these removed from site or placed in the bins to the right side of the building (access via gate). The Hirer must ensure that all nappies are taken off the site for disposal. Cleaning equipment is available and should be arranged with the Duty Manager.

28.2 Where non-compliance with this condition requires extra cleaning time the appropriate charge will be made and an invoice will be raised to cover this and any additional charges, which must be paid within 28 days of issue.

28.3 There is an option for the Hirer to request cleaning and this will be an additional charge to the booking fee.

28.4 Where the period of hire covers multiple days in succession (for example a week-long hire for a production or event), the Hirer agrees to maintain the accommodation in a tidy and orderly state on a daily basis, throughout the duration of the hire.

28.5 All spillages must be cleaned up as soon as they occur. This is to prevent damage to the surfaces and to reduce the risk of injury to others using the accommodation.

28.6 The Greig Hall CIO reserves the right to request a cash/card deposit from the Hirer in advance of the period of hire to cover the cost of cleaning and/or breakages. This deposit would be refunded at the conclusion of the period of hire upon satisfactory inspection. If the accommodation has not been left in a satisfactory condition. then deductions will be taken from this deposit and used

to pay for the additional cleaning. Any amount left over will be returned to the Hirer.

29 MERCHANDISE AND GOODS FOR SALE

29.1 If you wish to sell goods or merchandise during the period of hire, you must gain prior approval from the Greig Hall CIO, no later than 14 days prior to the event.

29.2 The Greig Hall CIO reserves the right to charge a commission for any sale of any goods or merchandise.
(To avoid confusion programmes for performances are permitted and will not be subject to charges, provide they are for the performance during the current period of hire. Raffles are also exempt from this charge)

29.3 Merchandise and goods must only be sold in the agreed area. The Hirer must provide their own staffing for the approved sales of goods.

29.4 Unless part of the overall hire and with prior approval, no goods may be sold outside the accommodation. For these purposes the boundary of the accommodation extends to all pavements surrounding the accommodation including all car parks, stairways and green spaces; however, the largest part of the front car park is in the ownership of Stratford District Council.

30. OBSERVANCE OF CONDITIONS AND REGULATIONS

The Hirer hereby undertakes with The Greig Hall CIO:
30.1 At their own cost, strictly to observe and perform all relevant statutory provisions and regulations, the provisions of this contract and all instructions given to them by the Greig Hall CIO, under or in pursuance of the terms and conditions of hire.

30.2 To indemnify the Greig Hall CIO from all actions, expenses, claims, damages, penalties and demands which they incur in consequence of any breech of or default or negligence in the performance of any such provisions, regulations, conditions or instructions. If the Hirer, their servants or agent fail to comply with such provisos, regulations, conditions or instructions, they may well be excluded from the building until they shall have complied with them, but this shall be without prejudice to the Greig Hall CIO rights under the terms and conditions of hire.

31. BREACH OF CONDITIONS

In the event of the Hirer failing to comply with these conditions of contract in any particular then The Greig Hall CIO reserves the right to: **31.1** In the event of breach occurring before the function, cancel the hire in accordance with 6.2 hereof.

31.2 Where the breach occurs during the course of the booking, the Greig Hall CIO shall have the power at any time to direct that the function, performance etc, shall immediately cease. The function shall then end and the Hirer shall ensure all persons shall leave the building in a quiet and orderly manner as soon as possible thereafter.

31.3 Refuse to hire or cancel without refund, any and all future

bookings/periods of hire, if the Hirer fails to pay all and any fees and charges in a timely manner as described in the provisions above. This includes any charges related to cleaning, repair, or additional fees.

I have read and agree to these terms and conditions:

Signed .....

(Hirers name)

Name:.....
Date:.....
Organisation:.....

January 2023