

St Marks Hall

Standard Conditions of Hire

If the Hirer is in any doubt as to the meaning of the following, The Design Cabin Community C.I.C should be consulted immediately.

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of persons using the premises whatever their capacity. Children under the age of 14 must not be left unattended in the kitchen area at any time.
2. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof.
3. THE HIRER shall indemnify the company for the cost of repair of any damage done to any part of the property or the contents of the buildings during or as a result of the hiring. Damages should be reported to the company within 24 hours of your hire via email.
4. IF THE HIRER wishes to cancel the booking before the date of the event and the company is unable to effect a replacement booking, the Booking Fee must be paid in full.
5. Should THE HIRER wish to use decorations they may only be attached to surfaces using white tack. The use of adhesive tapes, pins, nails or other fixings is not permitted. Any damages caused by improper hanging or removal of decorations will result in the Hirer's damages deposit being withheld.
6. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises promptly and in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the company shall be at liberty to make an additional charge.
7. THE HIRER shall be responsible for the disposal of refuse from the site.
8. No entertainment involving fire or smoke is permitted in the hall. If this condition is breached and the fire alarm is triggered, the deposit will be forfeited.
9. The hired premises are available for a maximum of fifteen minutes before and fifteen minutes after the booked time. If it comes to the Companies knowledge that the hiring time has been exceeded by this margin, a further charge will be made accordingly.
10. A refundable damages deposit of £50 will be charged to secure your booking.
11. For parties, we request that payments are made no later than 14 days before the event.