

Hire Conditions

Definitions:

The New Waterton Hall: referred to in this document as 'the hall'.

The Committee – The New Waterton Hall Committee, Our Lady & St Joseph's Church, Warwick Square, Carlisle.

The Committee's Representative – A named individual/s who will be advised to you when access is made to the hall.

Hirer: The person named on the Booking form.

1. The Hall is only to be used for those activities agreed by and at the discretion of the committee.
2. The committee reserves the right to refuse any application to hire out the Hall to any person or organisation and to cancel any existing booking at its absolute discretion without being liable for loss. *Please make sure you are aware of the terms of our licence as displayed on the Noticeboard.*
3. The committee will establish a scale of charges and a deposit, which the hirer must pay before the booking is confirmed.
4. The committee reserves the right to seek a retainer for any events, this figure will be over and above the deposit. The retainer will be refunded on the hall being returned in a satisfactory condition.
5. All fees must be paid in full 14 days before the hall is to be used by the Hirer.
6. In the event of the Hirer cancelling the booking after 14 days, the committee reserves the right to retain any monies paid by the hirer.
7. The committee reserves the right to temporarily suspend, subject to reasonable notice, any regular bookings and will adjust the hire fees accordingly.
8. The Hirer must not sub-hire the hall or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything which may endanger the premises or persons using the premises. The Committee's Representative will immediately rescind the Hire Agreement and request that the hall is immediately vacated. In these circumstances the committee will not accept any liability for any losses incurred by the hirer and will not refund any hire charges.
9. The Hirer shall not use the hall for any purpose other than that stated on the Booking Form.
10. In the event of any damage being caused to the hall or its contents as a result of the hire, the hirer will be responsible for the full cost of replacement or repair. Any damage must be brought to the attention of the church's representative upon return of the keys.
11. The Committee will recover from any retainer any charges incurred in it having to return the hall to its pre-hire condition.
12. The Hirer is responsible for supervision of the hall during its occupation.
13. The Hirer must familiarise themselves with all emergency exits, extinguishers and other fire regulations, displayed in the hall, and ensure that they are observed at all times.
14. The Hirer must not use any Glue, Adhesive Pads, Pins, Tacks, Tape or any other substance to adhere, either permanently or temporary, any items to the fabric of the Hall. Hooks are available for this purpose.
15. The Hirer is responsible for ensuring that the hall is left in a clean and tidy condition in a manner ready for further use.
16. All spillages must be immediately wiped away and the floor left in a dry condition.
17. All Waste must be bagged and placed in the appropriate area which will be made known to the hirer at the time of use.
18. The Committee's representative reserves the right to inspect all electrical equipment to ensure that it is safe to use in the hall
19. The Hirer must observe the times that the hall is to be used by him which must include any preparatory or exit times, use of the hall outside of these times will incur additional costs to the hirer.
20. Any goods brought into or stored in the hall by the Hirer, must be agreed with the Committee, who will not accept any liability for loss or damage to the Hirers property.
21. The Hirer must ensure that any goods sold by him/her must be compatible with the Churches wishes and expressly prohibit the sale of Tobacco & Drugs.
22. The Hirer is not permitted to sell alcohol on the premises.
23. The Committee draws to the Hirer's attention that it supports the sale of Fairtrade Products and encourages the Hirer to provide Fairtrade Beverages. Information and prices can be provided on application.
24. Smoking is not permitted in the hall.
25. Animals other than 'Assistance Dogs' are not permitted in the Hall without the written permission of the Committee's Representative.
26. The Hirer is to give consideration to Residents, in the vicinity, to any activity in the hall, and to access to or from the Hall.
27. The Hirer must ensure that if it wishes to use the kitchen that all appliances are used in accordance with the usage instructions.
28. The Hirer must ensure that the Hall is secure and all lights and other appliances are switched off (unless otherwise advised) before returning the keys.
29. The committee reserves the right to hire or otherwise use any accommodation in the Hall that has not been hired to the hirer.
30. The maximum number of people who are to be in the hall at any one time is as follows:

Open hall without stage or tables	200	Seated Theatre style without stage	150
Banquet / buffet style	100	Seated Theatre style with stage	150

The above are subject to review.

