

CONDITIONS OF HIRE - DEVONSHIRE ROOMS

Maximum number of persons permitted in either hall is 100 at any one time.

1. NO BOOKING of halls can be confirmed until a deposit of at least 25% is paid and the hire agreement signed. The balance of the fee must be paid not less than TWO WEEKS before the event - the booking may be cancelled if payment has not been received by then.
2. If the hirer cancels the booking before the date of the event, the deposit may be forfeited unless the Council decides otherwise. For any cancellation made within 48 HOURS of the event, the Council may decide, after considering the circumstances of the case, that the whole of the fee shall be forfeited unless a substitute booking can be arranged.
3. Hire charges are reviewed annually and any changes are effective from 1 APRIL each year. For bookings made before 1 APRIL for any dates after 1 APRIL, the old rate will apply ONLY IF THE BOOKING FEE IS PAID IN FULL. Otherwise the new rate will be charged.
4. The hirer will be responsible during the hire period for supervision of the premises and their contents and for protecting them from damage and loss, also the behaviour of those using the premises, including parking of vehicles so that the highway is not obstructed. For all functions for under 18 year old there must be ADULT SUPERVISION at all times.
5. The hirer will be responsible to the Council for the cost of repairing any damage caused during the hire period to the premises or their contents, or damage caused to surrounding properties A DAMAGES BOND will be required for all evening parties and any other events where the Council so decides. This sum will be refunded in full if there are no breakages or other damage - otherwise an appropriate sum will be deducted.
6. At the end of hire period the hirer is responsible for leaving the premises in a CLEAN AND TIDY CONDITION with anything that has temporarily moved or removed properly replaced otherwise an additional charge may be made.
7. The hirer will ensure that all music is terminated by 11.15 pm and that the premises are VACATED BY 11.45 pm. YOU WILL BE CHARGED DOUBLE THE HOURLY RATE FOR NOT VACATING THE PREMISES ON TIME.
8. The hirer will not sublet the premises, or use for any UNLAWFUL PURPOSE or bring onto them anything which could endanger the premises or those using them, or which would contravene the provisions of the Council's Insurance Policy.
9. The hirer will ensure that there is **NO ALCOHOL IN THE BUILDING AT CHILDRENS' PARTIES.**
10. The Council reserves the right to cancel the hiring of the halls in the event of the premises being required for use as a Polling Station for any parliamentary or local election. Any sum already paid will be refunded to the hirer.
11. The Council SHALL NOT BE LIABLE to the hirer for any loss or damage resulting from the premises being unfit for use for which they were hired.
12. The Hirer will NOT attach anything (posters, decorations, notices etc) by ANY means to the walls of the premises.
13. The Council's employees may enter the premises at ALL TIMES.
14. Any booking made on behalf of a club or society must have a letter of authority accompanying it signed by their Chairman or Secretary.