

CONDITIONS OF HIRE – MOYEUVRE-GRANDE SUITE

Maximum number of persons permitted in THE Moyeuivre-Grande Suite is
218 Standing and 109 seated, 72 Table Seated

Please sign in each box to show you understand and accept each point.

1. NO BOOKING of halls can be confirmed until a deposit is paid, the booking form and the conditions of hire form signed. The balance of the fee must be paid **FOUR WEEKS** before the event - the booking may be cancelled by the Council 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 persons under 18 years 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.
6. A **DAMAGES BOND** will be required for all hires. This sum will be refunded in full if there are no breakages, damage or if the hirer has exceeded the hire period - otherwise an appropriate sum will be deducted. Damages bond of **£150.00** will be collected either by cash, cheque or BACS payment. Cheques will be cashed before the event. Damages bonds paid by cheque or BACS will be repaid by BACS payment within **7** days of the Hire. If bond is paid in cash it can be collected from the Council Offices **3** working days after the event. In Addition, should the hirer cause excessive damage, the Council reserves the right to make an additional charge, which will be based on any additional costs the Council has incurred as a result of the above.
7. 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.
8. If your hire period is for the entire evening 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.**
9. The hirer will not sublet the premises, or use for any **UNLAWFUL PURPOSE**, use as a platform for extremists, or bring onto them anything which could endanger the premises or those using them.

10. The hirer will ensure that there is **NO MUSIC PLAYED OR ALCOHOL CONSUMED** If the booking is on a Sunday (as currently no licence for a Sunday).
11. 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.
12. 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.
13. The Hirer will NOT attach anything (posters, decorations, notices etc) by ANY means to the walls of the premises. Please use the dado rails and only blu tack should be used. NO SELLOTAPE
14. The Council's employees may enter the premises at ALL TIMES.
15. Any booking made on behalf of a club or society must have a letter of authority accompanying it signed by their chairman or Secretary.
16. The Council building is a non-smoking building. Smoking is not permitted at any of the entrance doorways or front garden. A wall mounted cigarette bin is provided at the rear of the building which should be used.
17. Any electrical equipment **MUST BE PAT TESTED** prior to its use.
18. **At the end of the booking:** Hirers must have cleaned and packed away by the end of the hire period. **PLEASE NOTE:** failure to leave the premises by the specified time will result in an additional charge being deducted from the damage bond for every hour or part of an hour over.

Packing away: so that the facility can be prepared for the next hirer to enjoy, users are expected to:

- Dispose of any rubbish or waste in the black bags, which will be provided and then place in the green commercial waste bin at the rear of the premises.
- Clear up any spills from the floor that may have occurred.
- Carefully remove any decorations that have been placed around the facility.
- Hoover the floor
- Wipe tables and put away in cupboard with chairs.

When you leave: we hope that your event will have been a great success but remember that it will be late when you leave the building and that there are houses very near, so please keep the noise to a minimum, so our neighbours are not disturbed.