

ST. ANDREW'S COMMUNITY HALL
Lower Sea Lane, Charmouth, Dorset DT6 6LH.
Website: standrewscommunityhallcharmouth.co.uk

TERMS AND CONDITIONS

1. To secure a booking, full payment shall be made at the time of booking, unless by agreement with the Management Committee.
2. Cancellation 14 days prior to a booking, will qualify for a full refund, subject to agreement with the Management Committee.
3. Halls may be booked either singly or together. Kitchen facilities are available for self-catering. A charge is made for this service. (See hire charges).
4. The hirer may sell alcohol but at the discretion of the Management Committee. This should be requested at the time of the booking and an "Authorisation For The Sale Of Alcohol in The St. Andrew's Community Hall" form must be agreed and signed.

IMPORTANT:- Sales of alcohol must only be served to those who are 18 years or over and only be available from 10:00 hours until 23:00 hours on Sunday to Thursday and 10:00 hours until midnight on Friday and Saturday.

5. The hall should only be accessed 10 minutes before the booking time commences and should be vacated and locked 10 minutes after the booking time finishes. **IMPORTANT:-** Please allow time on your booking form for setting up, clearing up and cleaning.
6. The hirer will ensure that on vacating the hall all refuse is removed from the premises.
7. The halls are strictly a no smoking area.
8. The Management Committee reserve the right of entry to all parts of the hall, at all times, for their duly authorised Officers.
9. The halls, kitchen and toilets are to be left in a clean and tidy condition and chairs and tables etc. returned to their correct allocated storage points. In particular we ask you to ensure that the tables are wiped clean before storage. **IMPORTANT:-** If any of these conditions are not adhered to, a charge for the necessary work to be carried out will be made.
10. Kitchen equipment must be left clean and tidy after use and returned to its correct storage cupboards.
11. The hirer must ensure that, on leaving the premises, all electrical equipment and lights (except emergency lights) are turned off.
12. The name, address and telephone number of the person who will be responsible for the preservation of order and general control of the event, is to be on the booking form. This person is to be at the event at all times.
13. The hirer must note that the premises are in a residential area and noise levels must be kept to a reasonable level (maximum of 100 Decibels). All music should cease at 23:00 hours on Sunday to Thursday and midnight on Friday and Saturday. All doors and windows, including doors to the entrance lobby, should be kept closed when amplified speech or music is taking place.
14. If the hirer is approached by a member of the Management Committee or their duly authorised Officers and asked to reduce the volume the hirer or musician must comply.

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- 15. The external area must not be used for amplified/live music, speech or the use of external speakers after 22:00 hours.
- 16. The hall is available for indoor sporting events Monday to Sunday up to 23:00 hours.
- 17. Electrical equipment brought to the premises must have an 'up to date' Portable Appliance Test mark.
- 18. The Management Committee shall not be responsible for any loss, damage or injury caused to any person or persons arising from any items of equipment introduced or brought into the halls by the hirer. It is the responsibility of the hirer to provide their own insurance to cover both liability and any damage caused to the halls for the event being held.
- 19. All exit doors from the premises, and the forecourt, shall remain unobstructed throughout the period of hire. Emergency Exits must not be used by the public, as normal means of exit/entry.
- 20. No adhesive tape, bolts, nails, tacks, screws etc shall be driven in, or attached to any part of the premises nor shall any placards or other articles be fixed thereto unless by prior agreement from the Management Committee.
- 21. Any accident or incident must be reported in the accident book which is located in the first aid box in the kitchen. Similarly any faulty equipment or other maintenance requirements should be reported in the maintenance book which is located on the notice board at the rear of the building.
- 22. No cooking or heating appliances, fireworks or smoke making machines to be used in the premises.
- 23. There is limited parking on the hall premises and on the hard standing only. A pay and display car park is located adjacent to the hall in St Andrews Drive. Parking is NOT permissible on the Tennis Club car park.
- 24. The Management Committee reserve the right to refuse a booking or to cancel the hiring at any time.
- 25. A copy of the Health and Safety Policy can be found on the notice board in the corridor at the rear of the building.
- 25. THE HIRER AGREES TO OBSERVE AND ADHERE TO THE TERMS AND CONDITIONS CONTAINED IN THIS DOCUMENT.

Signed.....Date.....
 (For and on behalf of the St. Andrew's Community Hall)

Signed.....Date.....
 (The Hirer*/for and on behalf of the Hirer*)

*Delete as appropriate

Please keep a copy of these Terms and Conditions for your record.

This form should be sent to:

Ms. Faye Butcher, Abode, The Street, Charmouth, Dorset, DT6 6PU, Telephone 01297 560505