Lady Waterford Hall

Ford Village

**CONDITIONS OF HIRE**

Please read our condition of hire – if there are any questions, contact Vicky Smith-Lacey (Curator) at ladywaterfordhall@ford-and-etal.co.uk.

1. THE HIRER is, during the period of the hiring, responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity.

2. THE HIRER will be responsible for obtaining licenses as may be needed whether for the sale of alcohol, from the Performing Rights Society, or otherwise and for the observance of the same.

3. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court, or otherwise, particularly in connection with any event which includes public dancing, or music, or other similar public entertainment or stage plays.

4. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as result of the hiring. Any damage, loss or breakage should be reported when handing back the keys.

5. THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be PAT tested, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

6. THE HALL has Public Liability cover for individuals and/or groups hiring the hall for private functions that have no public liability cover of their own. The cover is only provided for non-commercial activities, which are for the benefit of the local community or private hire e.g. weddings. Any business hirers must arrange their own insurance.

7. HEATING in the hall is included in the hire fees. Please be sensible with the heating and ensure that the thermostat is turned to 10 before you hand in the keys. (The thermostat is in the Main hall to the left of the piano).

8. THE HIRER shall leave the Hall in a clean and orderly state at the end of the session. Chairs should be stacked, tables collapsed and kitchen equipment, if used, must be left clean. All to be placed in the correct storage areas.

Internal bins should be emptied and all refuse and recycling taken away by the hirer.

Smoking is not permitted in any part of the building.

The Management Committee reserves the right to impose extra charges for cleaning at £20.00 per hour, or if the event continues after 11pm, or if the event continues beyond the pre-arranged hiring time. Music to be turned off at 11pm.

Should there be any damage to fixtures, fittings or furnishings we will retain the refundable deposit paid at time of booking as a contribution towards the cost of rectifying such damages.

There is a landline phone on the premises on the window sill by the front desk.

Please make yourself familiar with location of exit doors, first aid boxes, light switches, location of toilets etc.

**Your booking implies that you have read and fully accept our Conditions of Hire.**

*We thank you for your booking and hope you enjoy your event.*