

NORTH MYMMS MEMORIAL HALL

36 STATION ROAD, WELHAM GREEN, HATFIELD, HERTS, AL9 7PG
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CONDITIONS OF HIRE

1. **The Hirer must be over the age of 18.** To secure the booking, a refundable charge of *from* £60 is required and this will be returned after the letting date providing the premises are left in a satisfactory condition. For period bookings special payment arrangements will be made.
 2. The Hire Fee must be paid before the letting date.
 3. The hirer will be liable for the entire hire fee in the event of the booking being cancelled within one month of the letting date.
 4. During the period of the hire, the hirer will be responsible for:
 - Supervision of the premises, the fabric and contents. Hirers are responsible for the safe use of any equipment.
 - Prevention of damage however slight or change of any sort to the premises, the fabric and contents
 - The behaviour of all persons using the premises whatever their capacity, so as to prevent annoyance or a breach of the peace.
 - The safety of the public whilst on the premises
 - The prevention of nuisance to the public within the immediate vicinity of the premises
 - Where children under the age of 18 years of age are present, the hirer must provide for their supervision, care and well-being at all times.
 - The hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder.
 - Any person who breaches this provision shall be asked to leave the premises.
 5. Attendance at dances shall be limited to 150
 6. The hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property, including the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
 7. The Hall must be vacated by the completion of the period of hire plus half an hour. Failure to do so may result in additional charges being incurred at the discretion of the Management Committee.
 8. On completion of the hire, the hirer shall be responsible for:
 - Cleaning the kitchen, cooker and any equipment used and leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise.
 - Carrying out the Safety Instructions which are displayed by the kitchen exit door
 - Properly replacing any contents temporarily removed from their usual positions
 - Removing any rubbish from the premises and its surroundings
- Otherwise the Management Committee shall be at liberty to make an additional charge or, if a refundable charge has been made, this will not be returned.
9. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger it.
 10. The Management Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or By-election or occasionally, it may be required for longer periods during the day which may result in a regular booking being cancelled, in which case the hirer shall be entitled to a refund of any payments already paid. Except in these instances, normal period-bookings will not be altered unless by consultation.
 11. Car parking is at the owner's risk and the Management Committee accept no responsibility for any loss or damage caused while a vehicle is parked at the premises. Vehicle should not obstruct the ingress or egress. Although the car park is available for Hall users, space in the car park is not guaranteed. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
 12. The Committee will not be responsible either for loss, damage, or injuries sustained if associated or connected in any way with the hire or control of the event to which this hire relates, or for loss of or damage to the property, however caused, of either the hirer, visitors to the premises associated with the hire, or guests of the hirer.
 13. The use of the premises is governed by the Licensing Act 2003, together with any subsequent amendments.
 - 14 The hirer and responsible adults must acquaint themselves with the fire safety of the Hall, be aware of where the fire extinguishers are and be responsible for each fire exit and the safe egress from it.
 15. Additional requirements for Youth Parties (aimed at 14 to 21 year olds):
 - There are 3 proactive adults present at all times to ensure nothing gets out of hand.
 - There is a list of all the guests.
 - There are at least 2 bouncers to check for guest only, not allowing drink outside, no drugs, that there is no noise or problems outside and that there are no gatecrashers or youths hanging around.
 - Ensure all guests have transport home and are not hanging about outside waiting for it to arrive.