

## Terms and Conditions when Hiring Saxon Hall 2022

**50% deposit is required on booking, with the remainder paid in full two weeks prior to the event to secure your booking. The deposit is non-refundable.**

1. The hirer named on the form is responsible for compliance of all terms and conditions.
2. The hirer is responsible for all people entering their area of hire during the period of hire and must take steps to ensure unauthorised persons do not enter the premises during the hire period. The cost of any damage caused during the hire period will be payable by the hirer.
3. No bikes, roller blades or skateboards are allowed in the building.
4. No animals are permitted in the building unless the animal is an assistance dog or unless specific permission has previously been granted.
5. The use of smoke machines, foam or bubble machines or Didi cars is not permitted for health and safety reasons.
6. The hirer must ensure all doors; access ways and fire exits are not obstructed.
7. All facilities used are to be left in a clean and tidy state at the end of the hire period, appropriate cleaning equipment will be available in the kitchen area; wet mops *must never be used on the Wooden Floor*
8. All rubbish must be taken away off-site.
9. All tables, chairs notice boards and equipment must be put away in the appropriate areas at the end of the hire period.
10. The building is to be used only for the purpose identified in the booking form.
11. Saxon Hall staff and volunteers have the right to access the hire area in the case of an emergency.
12. The hirer must ensure that no disorderly behaviour, noise or breaches of law takes place to the annoyance of residents or other groups using the building.
13. Hirers must make themselves aware of fire exit locations, fire extinguishers, accident book, first aid kit and fire assembly point, this is displayed at both entrances to Saxon Hall.
14. Saxon Hall accepts no responsibility for loss of personal belongings. Any property left on the premises will be held for 4 weeks, if not collected within that time it will be disposed of.
15. The use of blue tack, drawing pins or any kind of tape used on walls, doors or windows is not permitted.
16. Hirers must not leave or store any items on the premises without the prior consent from the management.
17. Kitchen use: Hirers or groups using the kitchens areas must ensure that the kitchen is left clean and tidy, all crockery and cutlery must be put away, and all surfaces must be wiped down including the cooker.
18. Disposable cleaning cloths are provided but hirers must bring their own tea towels (tea towels are not provided for reasons of hygiene).
19. All users' food items are to be removed at the end of the hire period.
20. All breakages and damage to the building, equipment including kitchen items must be reported to the centre manager. The hirer will be responsible for compensating for any cost incurred.
21. The hirer must assume responsibility for ensuring that no person under the age of eighteen Consumes alcohol on the premises. Any alcohol served on the premises must comply with licensing law.
22. The building is a no smoking building and the hirer must ensure adherence to the law.
23. Sub-letting of any part of the premises to others is not permitted.