

CONDITIONS OF HIRE OF HORNBY COMMUNITY RESOUCE CENTRE (The INSTITUTE)

1. THE HIRER will remain on, and be responsible for, the supervision and care of the premises (that is the rooms hired and common areas of the Institute,) their fabric and contents, during the period of hiring.
2. THE HIRER will be responsible for the supervision and care of all occupants of the Institute premises during the period of the hiring. The hirer will be responsible for supervising the behaviour of all persons using the premises, whatever their capacity including proper supervision of car-parking arrangements particularly so as to avoid obstruction of the highway.
3. IT IS THE RESPONSIBILITY OF THE HIRER to ensure that they are fully conversant with the Fire & Evacuation procedures of the hall prior to the commencement of the hiring. (Please seek our guidance on this issue in advance of the hiring.)
4. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let the premises. They shall not use or allow the premises to be used for any unlawful purpose or in any unlawful way. They shall not do, or bring onto the premises anything, which may endanger the premises or render invalid any insurance policies relating to the premises.
5. THE HIRER shall be responsible for obtaining such Licences as may be needed whether from the Performing Rights Society, Phonographic Performance Ltd or otherwise. (Please seek our guidance on this issue in advance of the hiring.)
6. THE HIRER shall ensure that nothing is done on or, in relation to, the Institute in contravention of the law relating to gaming, betting and lotteries.
7. THE HIRER shall comply with all conditions and regulations made in respect of the Institute 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.
8. THE HIRER shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
9. THE HIRER shall ensure that any electrical appliances brought into the Institute and used there, either by him or on his behalf, shall be safe, in good working order, and used in an appropriate manner.
10. THE HIRER shall indemnify the Committee for the cost of repair, of any damage done, to any part of the Institute, (including the curtilage thereof,) or the contents of the Institute, which may occur as a result of the hiring.
11. AT THE END of the hiring the HIRER shall be responsible for leaving the premises hired in a clean and tidy condition. ANY ADDITIONAL CLEANING NECESSARY WILL BE CHARGED TO THE HIRER.
12. IF THE HIRER wishes to cancel a booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the repayment of any deposit already paid, or the further payment of any additional fee or fines shall be at the discretion of the Committee.
13. IN THE EVENT of the Institute or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
14. THE COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer, and any deposit shall be returned.
15. The hirer will receive a booking form and pay a 10% deposit at that time.

The booking of the Institute by the Hirer indicates acceptance of all the above conditions of hire. These conditions may not be varied in any way except prior written approval of the Hornby Village Trust Management Committee.