



TRENT MEMORIAL HALL

Terms of Hire

The Hall Committee require, as condition of hire, that hirers of the Memorial Hall accept the following terms and conditions:

- The Hall Committee accepts no liability for accidents occurring on the premises.
- The heaters are operated in accordance with the instructions posted alongside each heater.
- Chairs and tables are returned to the storeroom and stacked tidily in accordance with the instructions at the entrance to the storeroom.
- ALL LITTER IS TAKEN AWAY FROM THE HALL BY THE HIRER FOR DISPOSAL ELSEWHERE. (**Black plastic disposal bags are available under the kitchen sink**)
- Please ensure the hall is left in a tidy condition, e.g. the floor is swept.
- The ceiling tiles, which are very fragile, are not to be moved when decorating the hall and particular care must be taken when attaching material to the building with Sellotape or Blotack as this may cause damage to the paintwork when being removed.
- The Hall Committee accepts no liability for food preparation related issues.
- Hirers are responsible for familiarising themselves with the **Fire Risk Assessment** displayed on the notice board in the entrance foyer.
- Alcohol may be served without a contribution to the Hall providing it is free. All *sales* of alcohol, which includes donations towards the cost, attract an additional charge of £25 towards the cost of the Hall's licence.
- Use of the Hall must be in keeping with West Dorset District Council licensing objectives. namely:
 - i) The prevention of crime and disorder
 - ii) Public safety
 - iii) The prevention of public nuisance
 - iv) The protection of children from harm
- The hirer is responsible for all damage to the Hall occurring during the period of the hiring, however and by whomsoever caused. The hirer will be responsible for the cost of repair of any damage done to any part of the property, it's surroundings or contents of the building that occur during the period of hire or as a result of the hire.
- On leaving the Hall late at night please show consideration to people living nearby by leaving as quietly as possible.

Arrangements for collection and return of keys must be made in advance of the day of booking with the bookings secretary.