

CONDITIONS, CHARGES and APPLICATION FORM for the HIRE of

MODBURY MEMORIAL HALL

1. The signatory of the application form shall be deemed to be the Hirer. Where a promoting organisation is named in the application, the organisation shall also be considered the Hirer and shall be jointly and severally liable hereunder with the signatory.
2. The fee payable shall be calculated in accordance with the scale of charges set by the Memorial Hall Committee. The Committee reserve the right to alter or revise these charges at any time.
A deposit of £25.00 (payable at time of booking) is required for functions such as dances, wedding receptions, etc. A booking is not deemed to be confirmed until this deposit has been received by the Hon. Treasurer.
3. Payment for the hire of the Hall (or part thereof) shall be made to the Hon. Treasurer and cheques made payable to "Modbury Memorial Hall".
4. The Committee may at any time cancel the hiring or withdraw permission for the Hirer to occupy any part of the hired premises if the premises are required for Parliamentary, European or Local Elections. In any such event, the Committee shall not incur any liability whatsoever to the Hirer other than for return of any fee or part thereof paid in respect of the hiring.
5. All Notices and/or placards advertising an event shall be of a temporary nature and be removed at the cessation of the event.
6. The Hirer shall, during the hiring, be responsible for:-
 - a) taking all measures necessary to ensure that the permitted number of persons using the Hall is not exceeded. **Maximum occupancy: 300 or 200 for a SEATED AUDIENCE.** This is to comply with the Premises Licence which is displayed in the Hall.
 - b) the efficient supervision of the Hall and surrounding area and the orderly use thereof;
 - c) ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate supervision where young people are concerned.
7. The Hirer shall, at the end of the hiring, be responsible for:-
 - a) ensuring that the hired premises are vacated quickly and quietly by the times specified in the Licence: (Mon.-Sat 10.a.m. to 23.30 p.m. Sun 10 a.m. to 22.30 p.m. This includes "clearing-up time").
ALL PATRONS OF EVENTS TO BE AWAY FROM THE HALL and ENVIRONS BY 23.00 HOURS
Extensions to the permitted hours require permission under a Temporary Event Notice (see blue Application Form)
 - b) ensuring that the hired premises are left in a **safe and secure condition; in a clean and tidy state***; **all lights extinguished and no rubbish is left either inside or outside building.**
*A charge will be levied if the Caretaker needs to clean any part of the Hall premises in readiness for the next hiring.
Cleaning materials (washing up liquid etc) will be available but hirer should supply own drying cloths and additional black sacks (if required) for the removal of all rubbish.
 - c) **SMOKING IS NOT PERMITTED IN THE HALL BUILDINGS.**