

UMBORNE HALL

Registered charity 283862

Conditions of Hire

1 Hirers of the hall for any event are responsible for ensuring that there is no damage to the building or furniture and no misuse of the facilities. Any such damage or misuse determined by the trustees will be charged to the hirer

2 All fees to be paid by the hirers must be paid in advance or upon demand as agreed by the trustees

3 A hirer requiring furniture or other items to be removed from the hall and transported to another place is responsible for their return in a clean and usable state. Any shortage or damage must be notified to the bookings secretary or secretary upon return so that agreement may be reached on what charges are due

4 The mains water supply situated in the outer room of the Ladies toilet must be switched on before any hiring and off when securing the premises

5 The mains electricity control panel situated immediately inside the front entrance is a pay-as-you-use meter accessed by £1 coins only

6 All refuse and general food waste must be bagged and removed from the premises after every event. A small steel bin, situated outside the hall, may be used if capacity is available

7 No liquids or other material must be deposited in the fresh water stream running immediately behind the hall

8 Hirers may use the car park entirely at their own risk. The trustees accept no responsibility for any loss or damage to any vehicle or its contents

9 The trustees do not accept any liability for any personal injury to any person attending an event

10 The trustees do not accept liability for any loss or damage to any personal property of the hirers or their guests attending events

Two copies of these conditions will be provided to hirers, one of which must be signed by the hirer and returned to the bookings secretary or secretary, signifying acceptance of all conditions stated therein

Acceptance of the conditions of hire

Signed (hirer)

Signed (trustee)

Name (to be printed)

Organisation

Dated