

**LOYD LINDSAY ROOMS
STANDARD CONDITIONS OF HIRE**

1. **THE HIRER** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care and safety from damage however slight and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the entrance and the highway. No alteration to the fixtures and fittings shall be made without the express permission of the Management Committee of the Loyd Lindsay Rooms.
2. **THE HIRER** shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without prior permission from **Smiths, the Licensee**, and having due regard to the current licensing laws.
3. **THE HIRER** shall make adequate arrangements to ensure that where admission charges are made no admission or readmission is allowed after 10.00pm.
4. **THE HIRER shall ensure that all music or any other amplified sound is turned down at 10.30 pm to a level at which it cannot be heard from outside of the building and at all times thereafter.**
5. **THE HIRER** is not permitted to undertake any licensable activity unless using the services of Smiths, the Licensee, whose services are available for the supply, sale and consumption of intoxicating liquor in accordance with the current licensing laws. The bar is available for all functions and is manned by fully trained staff. The Hirer may supply their own alcohol, however this will be subject to a corkage charge, for which the Hirer will receive the same service as if alcohol had been purchased from the Licensee. All quantities being brought onto the premises must be agreed in advance with the Licensee.
6. **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Police Licensing Officer or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7. **THE HIRER must ensure all fire exits are kept clear at all times. Smoking is not permitted in any part of the building.**
8. **THE HIRER** shall indemnify the Management Committee and the Licensee for the cost of repair of any damage done to any part of the property including the curtilage thereof and the contents of the premises which may occur during the period of the hiring or as a result of the hiring. If requested to do so the Hirer will lodge a damage security deposit of £250 to be held by the Licensee of the Loyd Lindsay Rooms and refunded after the booking providing all the Conditions of Hire have been adhered to. In addition a 25% deposit of the total hire charge is required to secure the booking. The Hirer will be informed when the final payment is to be made.
9. **THE HIRER** shall be responsible for all equipment, materials or personal possessions, belonging to the hirer or people associated with the hirer or brought into the Rooms by the Hirer, at any time during the periods of hire or between periods of hire.
10. **THE HIRER** shall ensure that no animals (including birds) except guide dogs are brought onto the premises, other than for a special event agreed to by the Licensee and the Management Committee. No animals whatsoever are to enter the kitchen at any time.

11. **IF THE HIRER** wishes to cancel the booking before the date of the event a fee will be charged as follows:

2 weeks or less	75% of the total charge
2-4 weeks	50% of the total charge
4 weeks plus	25% of the total charge

12. **AT THE END** of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Licensee shall be at liberty to make an additional charge.

13. **THE MANAGEMENT COMMITTEE RESERVE** the right to cancel a hiring in the event of the Rooms being required for use as a Polling Station for a Parliamentary or Local Government election or bye election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

14. **IN THE EVENT** of the Rooms or any part thereof being rendered unfit for the use for which it has been hired neither the Licensee nor the Management Committee shall be liable to the Hirer for any resulting loss or damage however incurred.

15. **THE LICENSEE** can refuse any application for hire of the Rooms with the reasons for refusal being reported to the Management Committee of the Loyd Lindsay Rooms at the earliest opportunity.

16. **REFUSAL OF BOOKING** the Management Committee reserves the right to refuse a booking without notice or to cancel the agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer.

17. **PAYMENT TERMS** 7 days from the date of invoice or terms set out under Condition 8 above.

I/We being over the age of 18 agree to abide by the *Standard Conditions of Hire/the Special Conditions Relating to Commercial Sales.

Signed _____ Hirer

Name (print in capitals) _____

Organisation _____
(Name of Business, Organisation or Charity if applicable)

For function on:

Date _____