

Thurnby Memorial Hall

Registered Charity No:- 226387

Booking/Hire Terms and Conditions

1. The Hall will be opened and available for use at the agreed commencement time. This time includes any set-up time required. The TMH representative will attend at the completion time to secure the building and ensure any cleaning-up is completed before this time. Any over-run of the agreed duration of hire will be charged by the full hour at the above agreed rate and deducted from the refundable deposit.
2. A refundable cash deposit of £50 for children's (under 12's) parties and £200 for wedding or adult parties is required upon the initial booking and will be returned within 7 working days after the date of hire, subject to any deductions made. Failure to adhere to all terms and conditions is liable to lead to forfeiture of the deposit. The full cost of hire is due no later than 7 working days prior to the hire commencement. The Trustees do not accept bookings for teenage parties.
3. Cancellation within 5 working days prior to Hire will be subject to a cancellation fee equivalent to the total cost of hire as stated.
4. Upon vacating, the hired room(s) must be left in a clean and tidy condition including putting away tables and chairs and sweeping floors. No food is to be left in any appliances or on the work surfaces in the café kitchen. Any additional cleaning required will be charged at the hourly rate of hire by the full hour, and will be deducted from the refundable deposit prior to its return.
5. **Special Note** - The use of BlueTack, Sellotape, similar adhesives and staples on any hall surfaces or property is strictly forbidden. If found to be used, any resulting special cleaning or repairs will be deducted from the deposit. The use of White Tack or string is acceptable but must be fully removed. No inflatable equipment (e.g. **bouncy castles**) can be used in the Hall.
6. The Hall is in a residential area and excessive noise must be controlled both inside and outside the venue, especially during arrival and departure. Any music **must** cease by 10pm Monday to Friday, 11pm Saturday and 9pm Sunday and the Hall vacated of all attendees by 10:30pm Monday to Friday, 11.30pm Saturday and 9.30pm on Sunday.
7. TMH have a licence for alcohol to be served but not sold, and it excludes the consumption of alcohol outside the Hall building. If the Hirer wishes to sell alcohol, a company with their own licence will need to be used.
8. To hire the complete venue (main hall & back room) a maximum of 120 persons is allowed to ensure that no room exceeds the fire safety limit during the event. Any increase in the agreed number will only be allowed with the written permission of the Hall Trustees. If a booked event is found to have exceeded the agreed number, the hirer will be held liable for any safety consequences and be required to terminate the event and vacate the premises, even if the event is underway.
9. It is important that **ALL** fire exits are kept clear of tables, chairs, bags, etc. to allow for a safe exit in the event of evacuation. Failure to respect these conditions will result in the event being terminated, even if the event is underway.
10. The wearing of high or stiletto heeled shoes is **not allowed** in the top room. Food and drinks must not be served or consumed in this room.
11. The stage is available for use when the main hall is hired. There is limited stage lighting, so any additional flood or spot lighting will need to be provided by the Hirer.
12. The Hirer is responsible for the Hall and keeping it secure during the duration of hire. The side door with the coded lock is not to be propped open.
13. The Hirer is responsible for the supervision of car parks, to ensure that there is no obstruction of the highway and that the exits are not blocked.
14. The Hirer agrees to pay full compensation to the Trustees for any costs incurred (that are in excess of the refundable deposit), due to damage or loss to the premises or its contents during the duration of hire.
15. The Hirer shall not permit the Hall to be used for purposes other than those stated on the booking form.

16. The Trustees have in place public liability insurance cover, a copy of which can be provided upon request. It is the Hirer's responsibility to organise insurance cover, specific to the activity of the hire. Trustees reserve the right of entry to the Hall at all times.
17. Any catering by the Hirer on the premises must comply with all current legislation. Use of the commercial kitchen is only allowed by approved chefs or catering companies. A copy of a valid Food Hygiene Certification must be available for inspection.
18. All vehicles and property left on the car parks or within the Hall are at the owners' risk and the Trustees do not accept responsibility for any loss or damage caused.
19. Owing to the sensitivity of the fire alarm system the use of any fireworks or pyrotechnics is strictly prohibited. Activation of the fire alarm in such circumstances will result in any call-out costs being charged to the hirer.