

The Croft Hall

Please also read the contents of the following document which forms a supplement to these Conditions

CheckList

Your booking of the premises and its facilities on a given date is subject to your full compliance with the following conditions:

- 1 The premises must be left in a clean and tidy condition, as detailed in the attached Checklist, after the end of the function. The premises must be vacated by the stipulated hire finish time.
- 2 The Hirer will accept responsibility for all damage done, howsoever caused, to the premises, its decorations, furniture and fittings; and to the car park, by those in attendance at the event
- 3 All glass bottles must be taken away from the premises and not put in the rubbish bins or left inside or outside the building.
- 4 Any electrical equipment brought into the premises must be safe for use and compliant with all relevant statutory regulations. The right is reserved to require presentation of appropriate safety certificates (eg PAT) and/or other documentation in cases where there is any reasonable doubt
- 5 Noise must be kept to a reasonable level (<90dB), and activities (of attendees) restricted to within the premises, save in the event of fire or like-emergency. All fire exits, and access to them, must be kept clear of obstruction at all times.
- 6 Concerts, dances, exhibitions and other events to which the general public may be admitted on payment of an entry or admission fee may be subject to statutory regulation and restriction. It is the Hirer's responsibility to ensure full compliance and obtain any necessary permissions and licences and to inform the Trustees before the event.
- 7 The Hirer agrees to comply with all Acts of Parliament and other statutory requirements relevant to the event and to the Croft Hall's Health and Safety, and Fire Safety policies which are displayed on the noticeboard, a copy of which will be provided on request. All necessary supervision must be provided at all times.
- 8 Any hiring of a Hall is subject to licensing restrictions as to its capacity which must not be exceeded. The maximum permitted number of people for typical events is:

		Main Hall	Small Hall	JN Room	
i	Dancing	140	-	-	Please note that these numbers include entertainers and service personnel
ii	Seating as restaurant	70	48	16	
iii	Composite of the above	100	-	-	
iv	Closely seated, theatre style	120	72	24	
- 9 The Trustees accept no responsibility for the loss of personal property on the premises
- 10 The Trustees reserve the right to cancel the event at their reasonable discretion should there be any realistic likelihood that any of these conditions may not be complied with. Following such cancellation, the Hirer's deposit will be refunded in full.
- 11 The Trustees provide insurance for Public Liability only (details are displayed on the noticeboard).

It is the responsibility of the Hirer to arrange further insurances as may be necessary or advisable in relation to any other insurable risk.

