

## **THE RIDLEY HALL**

The Ridley Hall South Warnborough – registered charity number 1036551

### **Hiring Agreement , Terms and Conditions**

The agreement to book the Ridley Hall is made between the Trustees of Ridley Hall and the Hirer. Acceptance of the terms and conditions can be made by signing a printed copy, or selecting the acceptance button when making an online booking.

In consideration of payment of the hiring fee, The Trustees authorise the Hirer to use the Ridley Hall between the times agreed, for the purpose stated, and in strict accordance with The Ridley Hall Standard Conditions of Hire, an understanding of which Hirer hereby acknowledges.

*(These are displayed in the kitchen of the Hall and a copy is available on request)*

Hirer will reimburse and hold The Trustees harmless for any loss or damage arising out of Hirer's use of the Ridley Hall; such reimbursement shall not be limited to the amount of any security deposit. Hirer shall be personally present throughout the period of hire and be responsible for ensuring that all applicable statutes are complied with. Use of The Hall is at Hirer's risk and The Trustees and their agents shall not incur any liability for any occurrence or injury during the period of hire, including loss or damage to any property belonging to Hirer or persons visiting the Hall, or any vehicles or contents left in the car park.

*Please note:*

1. No right to use the Hall shall exist until the terms have been accepted by the Hirer, and confirmation of the booking made by the management committee.
2. Full payment must be made at least 7 days prior to intended use and the booking may be cancelled if payment has not been received.
3. The Trustees reserve the right to cancel a booking if the Hall is required as a polling station or if, in the opinion of the management committee, such booking is likely to have an undesirable effect on the Hall or its surroundings.
4. No amendment to this agreement shall be valid unless authorised by a representative of The Trustees. If you have doubts about the meaning of any part of this agreement or the Standard Conditions of Hire, please contact a member of the management committee.
5. NO: smoking, stiletto heels or fixing to the emulsion painted walls. (fix to gloss painted wooden rail).
6. All relevant hygiene and other statutes must be observed in the serving or selling of food or drink.
7. Hirer shall ensure that the Hall is, unless by prior written arrangement, left clean and all rubbish removed ready for the next hire. A checklist is displayed in the kitchen. The cleaning cupboard is at the far end of the corridor. The cupboard has a twist lock at the top right of the door. No key is required.
8. Hirer shall ensure that the Hall is securely locked after use, that the key is kept safe at all times and that it is returned promptly after use.
9. Hirer agrees not to attempt any use of the sound or video equipment installed in the Hall.
10. The stage cannot be booked separately; it can only be booked if the hirer has also booked the main Hall.

## STANDARD CONDITIONS of HIRE

Online bookings are not confirmed until a representative gives written notice of the booking confirmation. **Payment** is required within 7 days of booking. A booking deposit may be requested at the time of booking which will be returned if there is no damage and no additional cleaning required. PLEASE COMPLETE THE USER LOG so that the condition of the Hall may be monitored. In the event of any accident or failure of equipment please make an appropriate entry in the accident and failure log

A refund of 90% will be made for **cancellation** with more than one week's notice and 50% for cancellation with more than one day's notice.

The Hirer (or authorised representative) must be present throughout the hire period and must comply with these conditions. There is an **information sheet** in the Hall giving details about the facilities and equipment. Please take time to read the information and ensure compliance with all the requirements, such as cleaning up afterwards, switching off the heaters, and no smoking in the Hall.

The Hirer must **comply** with: the law relating to gaming, betting and lotteries; fire safety precautions; health and hygiene regulations, if serving food; and The Children's Act 1989 for activities for children under eight years of age.

The maximum **capacity** is 100 (80 if seated for eating). Specify the purpose of your hire. Under its Premises Licence the Ridley Hall may be open during the following times. Mon to Sat 9:00-23:30, Sun 10:00-22:30, New Year's Eve 9:00-01:00

<u>Authorised times</u>	<u>Mon-Fri</u>	<u>Sat</u>	<u>Sun</u>
Facilities for dancing	14:00-18:00 19:00-23.30	14:00-18:00 19:00-23:30	14:00-18:00 19:00-22:30
Performance of dance	14:00-18:00 19:00-23:30	14:00-18:00 19:00-22:30	19:00-22:30
Exhibition of a film	14:00-18:00 19:00-23:30	09:00-18:00 14:00-18:00 19:00-23.30	
Indoor sporting event	9:00-22:00	9:00-22:00	
Performance live music	14:00-18:80 19:00-23.30	14:00-18:00 19:00-23:30	14:00-18:00 19:00-22:30
Performance of recorded music	14:00-18:00 19:00-23.30	14:00-18:00 19:00-23:30	14:00-18:00 19:00-22:30
Performance of a play	14:00-18:00 19:00-23:30	14:00-18:00 19:00-23:30	
Facilities to make music	09:00-23:30	09:00-23:30	10:00-22:30

Please **consider the neighbours** and do not make unnecessary noise, especially when leaving the Hall late at night. Do not allow vehicles to obstruct the road.

The Ridley Hall holds a PRS Licence for the performance of copyright music.

You **MUST** obtain a Temporary Event Notice (TEN) from Hart District Council if you wish to sell **alcohol** or to provide alcohol as part of the price of a ticket. You must declare such licensable activity on the booking form, as there is a limit on the number of TENS available each year for the premises.