**BROUGHTON MOOR COMMUNITY CENTRE**

**CONDITIONS OF HIRE:**

1. No sub-letting is allowed
2. The Hirer shall not use the Premises for any purpose other than as stated on the **Hiring Agreement.**
3. In the event of damage being caused to the hall or contents as a result of the hire, the Hirer will be responsible for the full cost of repair/replacement. Any damage must be reported, at the earliest opportunity to the Bookings Secretary.
4. The Hirer will be responsible for the preservation of good order and will ensure that no annoyance or disturbance is caused to nearby Residents.
5. The hall will be available for use during the times shown on the **booking form.**
6. The Hirer is responsible for ensuring the hall is adequately heated and prepared. It may be possible to arrange for early access to the hall for this purpose in agreement and at the complete discretion of the Bookings Secretary and as long as such access does not interfere with other users of the hall.
7. The hall must at all times be left in a clean and tidy condition. Any tables and chairs used must be cleaned and replaced in their storage positions. All internal, external lights, room heaters and water heaters must be turned off prior to leaving.
8. The Hirer is responsible to ensure that all windows are secure and **MUST** lock all doors at the end of the hire period, and ensure the building is secure.
9. No function shall extend beyond 11pm without prior consent of the Booking Secretary. Agreement to an extension beyond 11pm will be at the discretion of the Booking Secretary.
10. During the period of hire, nothing is to be stuck or pinned onto the walls.
11. The Hirer must, if preparing or serving food, observe all relevant food health and hygiene regulations.
12. Any electrical equipment brought to the hall by the Hirer must be in good working order and used in a safe manner and in a way the equipment was intended to be used.
13. Cancellation of any booking must be notified to the Bookings Secretary at least 7 days before the intended date of hire. Failure to give 7 days’ notice may result in the Hirer having to pay the full fee.
14. The Hirer will be responsible for ensuring that all vehicles brought to the hall by persons attending meetings/events are parked in a sensible manner so as to avoid obstruction.
15. The person identified as the Representative on the booking form must be fully conversant with the fire exits and location of fire extinguishers in the hall. The representative must also be aware of the location of the light switches and water stop tap.
16. A deposit will be required for one-off Special Occasion bookings.