

**WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE**  
**Registered charity no. 1153286**

The term 'Hall' used here refers to the entire building, comprising a lobby, a main hall with stage, kitchen and toilets, a small hall with toilets (the Hutchinson room), an annexe with toilet, (the Deben Annexe), a furniture store room and loft; all known as Woodbridge Community Hall. 'Hirer' refers to the person signing the Agreement Form. These conditions are subject to English Law.

- 1 All rooms may be reserved by contacting the Bookings Secretary, who will then supply an Agreement Form. On receipt of this, the Hirer will receive a key slip with the date and time of hire. Keys must be collected from, and returned to, M & R Cars.
- 2 The Management Committee reserves the right to refuse a booking, or to terminate or interrupt a booking, but will be obliged to convey its reasons for so doing.
- 3 In the event that a confirmed booking has to be cancelled by the Management Committee, the booking fee shall be refunded in full, but the Committee shall not be liable for any resulting loss to the Hirer.
- 4 In the event that the Hirer cancels a booking once the Agreement Form has been signed, the Hirer will be liable for the entire booking fee.
- 5 Hirers of the main hall shall ensure that when the hall is used for public entertainment the number of persons on the floor of the hall does not exceed the totals permitted by the Public Entertainment Licence, namely  
seated at tables 200 dancing and tables 250 dancing only 300  
closely seated 350 with the seats anchored according to instructions posted in the store
- 6 The Hirer may occupy only those areas of the Hall listed on the Agreement Form.
- 7 The Hirer shall be entirely responsible for the supervision and use of the premises and for the behaviour of all persons allowed into them during, or for the purpose of, the period of hire and will be liable for the cost of any loss or damage caused.
- 8 Hirers using the Hall for other than private functions must have an appropriate Safeguarding Policy in place
- 9 No part of the Hall or its equipment may be modified, augmented or removed without the permission of an Officer of the Management Committee. The Hirer is responsible for all equipment brought into the Hall. All electrical equipment brought into the Hall must be PAT tested.
- 10 A ladder is provided for hirers, who are responsible for ensuring that it is used safely.
- 11 The Hirer is responsible for obtaining any permissions or licences needed for the function to be held. If alcohol is to be sold and consumed on the premises during the period of hire, a Temporary Events Licence must be obtained.
- 12 The Management Committee is not responsible for any claims arising from negligence by the Hirer, for which any desired cover must be obtained by the Hirer.
- 13 Smoking is not permitted in any part of the Hall at any time.
- 14 **The use of helium filled balloons is prohibited** due to potential damage to the fans. These are expensive to repair, and the cost will be borne by the Hirer.
- 15 All safety exits must be kept clear at all times.
- 16 **The Hirer must replace tables, chairs and kitchen equipment in clean condition to the locations found upon entry and must leave the Hall, including the floor, in a clean and tidy condition.**
- 17 At the end of the hiring period, the Hirer must ensure all doors and windows, including the FIRE DOORS, are secured and the heating power switch and lights turned off.
- 18 Bouncy Castles/Inflatables are not permitted unless the hirer can show evidence of their own Public Liability Insurance Cover for the activity. All equipment must be kept well away from the fire exits.