Terms and Conditions of Hire of the hall for regular users\*:-

* 1. The H.D.C.C.I.O. is not a commercial profit making concern but a charitable organization whose main aim for the Hall is to provide a facility for meetings, social events etc, for the local communities.
	2. It is essential that you pay for the period that you wish to use the Hall, which must include any setting up, and any clearing away afterwards. The hall must be vacated immediately afterwards and if the hall is still occupied beyond 15 minutes after the end of hire, we reserve the right to make additional charges accordingly.
	3. The Hall must be left **as found**, in a clean and tidy condition. All rubbish must be removed from the premises at the end of the booking period and taken away by the hirer.
	4. The hirer is responsible for all loss or damage to the Hall and its environs occurring during or arising out of the hire (including while persons are entering or leaving the Hall pursuant to the hire) irrespective by whomever, or howsoever caused. **Should any equipment be found damaged on arrival, please ring on the hall phone to inform, with photo evidence to avoid you being charged.**
	5. While H.D.C.C.I.O. has a Health and Safety Policy in place, which seeks to minimise risk to anyone using the Hall, a copy of which is attached, hirers are responsible for the safety of people using the Hall during their hire periods. Accordingly, H.D.C.C.I.O. takes no responsibility for loss, damage or injury to any person or persons using the Hall premises or grounds during or arising out of the hire. The hirer agrees to indemnify the H.D.C.C.I.O. against any claim which may arise out of the hiring or which may be made by any persons resorting to the Hall or grounds during the hiring in respect of any loss, damage or injury.
	6. The hirer must arrange for the full payment for any damages caused to the Hall or grounds.
	7. **Fees for regular bookings must be paid for in the first week of each month**.
	8. The hiring rates and agreements, will be reviewed annually by the H.D.C.C.I.O. Committee.
	9. The H.D.C.C.I.O. accepts no responsibility for any items left in the Hall by hirers or users, and does not provide any storage facilities unless expressly agreed.  Any damage caused as a result of Hirer’s property remaining in the hall will be the responsibility of the Hirer.
	10. No intoxicating liquor shall be sold in the Hall.
	11. Limited kitchen facilities are provided. The hirer is responsible for compliance with all relevant laws relating to the provision of food.
	12. The Hall is not licensed for entertainment and for most events no license will be necessary but it is the hirer’s responsibility to apply for any Temporary Entertainment Notice (TEN) that may be required.
	13. H.D.C.C.I.O. has a Safeguarding Policy in place, a copy of which is attached, but it expects where hirers come into contact with children, young people or vulnerable adults the hirer will have its own Safeguarding Policy and where relevant to have undergone the appropriate Disclosure & Barring Service checks.
	14. The hirer should ensure that the event is not posted on any social networking site.
	15. Hirers are required to consider that the Hall is located in a quiet residential area and therefore be considerate of local residents at all times. Action will be taken against excessive noise.

I certify that I have read the attached Policies and agree to abide by these Terms and Conditions.

 I agree to regularly hire the Hall as detailed below and accept the above terms and conditions.

start time \_ \_ \_ \_ \_ \_ , end time \_ \_ \_ \_ \_ \_ each \_ \_ \_\_ \_ \_ \_(day) until \_ \_ \_ \_ \_ \_/further notice

Contact details to be given out/put on website: Organiser name\_\_\_\_\_\_\_\_\_\_\_ contact\_\_\_\_\_\_\_\_\_\_\_\_

Signed and dated \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_