

Walshes Community Hall

Terms & Conditions of Hire

1. The hirer must be an adult, who will be responsible for the supervision of the premises during the hire period and must ensure the good conduct of all persons in the hall and surrounding site. The hirer must respect that the hall is located within a residential area and keep noise and disruption to a minimum.
2. On arrival to the hall the hirer will make themselves familiar with the fire policy which is kept in the main kitchen. The hirer will be responsible for ensuring the fire policy is adhered to whilst the hall is in use.
3. The use of multi adaptors, multiple extension leads and heating devices are restricted in accordance with the fire policy.
4. As the construction of the hall contains wood, no Fireworks, Chinese lanterns and no lighted candles to be used in the hall or surrounds.
5. The entrance door must **not** be locked while the hall is in use.
6. There should be no obstruction of Emergency Exits, signs or lights. Fire extinguishing equipment must not be moved.
7. Fittings or electrical wiring must not be altered, fixed or removed.
8. Members of the Walshes Community Hall Action Group and emergency services shall have the right to enter and inspect without hindrance at all times.
9. No furniture, equipment, liquids or other materials may be brought into the premises which would be likely to damage the floor or structure of the building by reason of weight, nature or otherwise.
10. Walls must not be defaced with sellotape, posters or decorations. Use the pin boards for notices and decorations.
11. No part of the premises can be sublet.



Working in Partnership With

Walshes
Community Partnership



12. The hall is a non smoking building, therefore anyone wishing to smoke must do so on the car park area, well away from the building.
13. As the hall has no licence to sell alcohol, no sale of alcohol may take place on the premises.
14. The hall shall be closed and cleared of visitors by the time specified in the hire.
15. The hall must be left clean, tidy and in a fit condition for the next user. Brooms and cleaning equipment are kept in the back hallway next to the emergency exit.
16. The hirer shall ensure that all taps, lights and power points are switched off before leaving the building. The car park light is a timed switch. They should also insure:
17. All internal and external doors, all windows, kitchen and hatches are locked
18. All rubbish must be removed from the premises as there is no refuse facility.
19. The hirer shall accept responsibility for the cost of making good any damage caused to the premises or contents and for the loss of revenue that may occur due to the damage. Any missing equipment must be paid for. A copy of the inventory list is located in the main kitchen.
20. The hirer must arrange opening and closing times with the booking secretary.
21. The full cost of the hire to be paid on reservation or as agreed with the booking secretary.
22. The hall committee reserve the right to cancel or vary the terms of the booking.
23. Do not use smoke machines or dry ice as they set off the fire alarms.
24. Hirers must arrange their own insurance if they are holding a money making event.

