

**STANDARD CONDITIONS OF HIRE**

[Read carefully before booking](#)

**Temporary Event Notice (TEN)** - Where alcoholic drinks are sold or provided by purchase, ticket or entry fee, the Hirer must obtain, complete and submit copies of a TEN. Details are on the Hall Notice Board (Licensing Notice), available from the District Council (SDDC) or on-line from them at [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk). Copies of the TEN must be received by the appropriate recipients, our Booking Secretary(1), the Police(1), SDDC(2) with the Fee (£21) at least ten working days before the event, not including the day of the event and the day of application, Saturdays and Sundays, and Bank Holidays (rigorously enforced). Failure to obtain a TEN when necessary will invalidate a booking.

**Hire Charges** - Charges are listed on the Hall Notice Board. Cancellation fees are at the discretion of the Estates Committee. A booking is deemed to be accepted when the appropriate fee has been received. A refundable deposit of £50 may be required or such other sum as may be deemed appropriate to the circumstances. Damage beyond normal wear and tear, or need for excessive cleaning, will attract a surcharge.

**Booking Forms** - Held by Mrs. L Gardner, Bookings Secretary, 3, Elmhurst, Egginton, Derby DE65 6HQ, 0777 356 1062, [villagehall@egginton.org.uk](mailto:villagehall@egginton.org.uk) to whom completed forms should be returned with payment to 'Egginton Memorial Hall'.

**Responsibility** - The Hirer (who must be an adult) is expected to behave in a responsible manner, take full account of these Conditions and be the overall responsible person for the event.

**Opening up and Closing time** - The Caretaker will open up the Hall for access from a pre-arranged time, agreed when booking. The closing time and time to tidy up will also be agreed at the time of booking.

**Supervision** - The Hirer is responsible during the hiring for the supervision of the premises, the contents and the car parking area, and for any loss or damage however caused. Nothing may be fixed to the walls, doors or windows without prior permission. Care should be taken to avoid scratching or damaging the wooden floor. Stiletto heels are NOT to be worn and guests must be informed about this in advance.

**Compliance with the Law** - The Hirer shall ensure that nothing taking place is in contravention of the Law, especially gaming, betting, lottery or food hygiene laws.

**Responsibility towards the young** - The Hirer is responsible for all young persons, especially where alcoholic drink is available, and to ensure entertainment is appropriate to any age groups present.

**Exclusion of animals** - Enforce the Exclusion of all Animals policy, except Guide Dogs for blind persons.

**Fire Risk** - Familiarise yourself with the fire precautions laid down in the Fire Risk Assessment (on Notice Board in entrance hall) and communicate these to the persons attending the function. In the event of a fire, the Hirer (Event Organiser) must ensure that all persons have evacuated the building before exiting themselves.

**No Smoking** - Enforce the general No Smoking policy, at all times, on the whole site.

**Electrical equipment** - Any appliance used or brought for use on the premises must be in safe condition and of appropriate power consumption.

**Avoid noise and nuisance** - Minimise noise and nuisance to neighbours of the Hall, during the event and when leaving the site at night. When music is offered, doors and windows must be shut, except for access.

**Decoration** - Nothing is to be attached to the walls or floor using blue/white tack, drawing pins or sellotape.

**Clearing up** - The Hirer is to bring their own washing up materials, drying cloths and black bags. Table cloths may be borrowed by prior arrangement with the Women's Institute. The Hirer is responsible for tidying up, cleaning up any mess including the kitchen and oven (if used) and removing their rubbish. Bottles and cans are to be removed from site for re-cycling, other rubbish to go in large bin by the shed.

**On Departure** - Close all windows, doors and turn off lights. The Caretaker will lock up and set the alarm.

**Loss or damage** - The Hirer undertakes to indemnify the Estates Committee for the cost of any loss or repair necessary as a result of the hiring or incurred during the hiring, and for any damage to persons or property, and undertakes to obtain their own insurance cover where they consider appropriate.