

## STANDARD CONDITIONS OF HIRE

### CORONATION HALL, CARR LANE ASLACTON & GREAT MOULTON

#### Hirer's responsibilities:

- ✓ keep the building and its contents safe from damage
- ✓ leave the hall in a clean and tidy state
- ✓ obtain a premises license if alcohol is to be served
- ✓ obtain a premises license for the exhibition of a film, or performance of a play, dance, or live music
- ✓ supervise the car parking arrangements

#### Restrictions of Hire:

- × sub-hiring of premises is not allowed
- × the premises may not be used for unlawful purposes
- × smoking on the premises is not allowed

#### Deposit:

A cash deposit of £50 is required in advance. This will be used to pay for any damage incurred during the period of hire.

#### Cancellations:

Cancellations may be made prior to the booking date. No charge will be made if the cancellation is more than 2 weeks before the event. If you wish to cancel the hire less than 2 weeks from the event, half the booking fee will be required.

#### Keys:

Keys can be collected on the day of hire from Zoe Taylor. Keys should be returned to the Bookings Secretary the following day.

#### Contact details:

Committee Chair - Zoe Taylor: 07787434474