



CATCLIFFE MEMORIAL HALL TERMS OF USE

The term "Hall" shall refer to the Memorial Hall, the meeting room, the outside grounds and car park.

The term "Hirer" shall refer to the individual or authorised representative of any organisation.

The initial CPC will mean Catcliffe Parish Council.

1. The premises shall not be hired to anyone under the age of 21 years.
2. Hire will not normally be permitted for a period exceeding 6 hours, except in absolute discretion of CPC and will not, in any event, be hired out beyond 23:00 hours. There will be no use of the outside area, e.g. smoking area, beyond 21:30 hours.
3. The hire period will allow an additional period of 30 minutes before and after an event, if required, for preparation and clearing away by the hirer. Any further additional time will only be agreed at the discretion of CPC. However, this will not exceed 23:30 hours.
4. The hirer shall be responsible for the supervision of the hall, the care of the fabric and the contents, safety from damage and the behaviour and care of all persons using the premises. The hirer agrees to accept full responsibility for any loss, damage or injury arising either directly, or indirectly from the hirers use of the hall and undertakes to reimburse CPC for any costs incurred for such loss, damage or injury. The hirer agrees to be responsible for ensuring that the premises and the associated equipment are left in good and clean condition. All equipment and other property belonging to the hirer must be removed by the end of each hiring, unless otherwise agreed with CPC, the hirer further agrees that should the premises, or equipment be negligently or wilfully damaged upon inspection, then an extra charge may be applied to cover the cost of repair.
5. The hirer shall not use the premises for any unlawful purposes; or in any unlawful way, nor do anything or bring onto the premises anything that may endanger the same or render invalid and insurance policy in respect thereof.
6. CPC may refuse any application for the hire of the hall without stating a reason.
7. The hirer additionally agrees to be bound by the following conditions:
 - **Payment:** To be made by cheque; cash or bank transfer. The Hirer retains the right to request cleared funds in advance of the booking. All one-off bookings must be paid one week prior to the event.
 - **Capacity:** The number of persons permitted in the main hall at any one time shall not exceed 150 and the meeting room shall not exceed 36.
 - **Parking:** Guest's vehicles are parked at the hirers risk and the hirer must ensure that such vehicles do not obstruct the premises fire exits. Use of the car parking spaces at the front and rear of the building when available. All cars parking on the street must do in a lawful manner and should not obstruct the entrances to resident's properties.

- **Music/Noise:** Music levels should not cause a nuisance to those living close to the hall. All external doors should always be kept closed to reduce the noise levels. Guests should leave the hall quietly and respectfully.
- **Alcohol:** Any intention to partake of alcohol must be notified and approved in advance of the hire taking place.

Hire Rates 2017-2018

Main Hall: £20 per hour with a 20% reduction for regular bookings and Catcliffe residents.

Meeting Room: £16 per hour with a 20% reduction for regular bookings and Catcliffe residents.