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## TERMS AND CONDITIONS OF HIRE

### THE HIRER

1. It is the hirers responsibility to acquaint himself/herself with the Conditions of Hire. In the event of non-compliance with the Conditions, or in the event of damage to the property, furniture or fittings, they will be held responsible. Access to the Centre can only be obtained through the Hall Steward who should be notified when the premises have been vacated.
2. The hirer shall state clearly on the Application Form the precise nature of the function for which the hall is being booked.
3. The hirer shall not, for the purpose of dancing or any other purpose, treat or apply any substances whatsoever to the floors or any part of the floors. No bolts, nails, tacks, screws, pins or any other like objects shall be driven into any part of the hall, nor shall any placards or other articles be fixed thereto. No gas or oil stoves, lamps, smoke generators or compressed gas in cylinders shall be brought into the hall. Table candles may be allowed with prior permission.
4. The hirer shall, during the period of hire, be responsible for the efficient supervision of the hall and the safe and orderly admission and departure of persons to and from the hall, and the safe and orderly clearance of the hall in the case of emergency, the safety of the hall and the preservation of good order and decency both in the hall and the hall surrounds and when his/her guests vacate the premises.
5. The hirer shall ensure that all fire exits and doors including the corridors remain unobstructed at all times.
6. The hirer shall keep a record of the number of persons admitted to the hall to be available for inspection by the Steward or Hall Committee Members.
7. In the event of any guest using the hall in such a manner as to cause inconvenience or annoyance to other persons either in the hall or outside, the hirer shall take all necessary steps to deal with the offender. If the annoyance or inconvenience does not cease, the Steward reserves the right to close the function.
8. The maximum number allowed for a seated dinner or lunch is 80. For all other functions the total Hall allocation is 120 people. Failure to observe these limits may result in the termination of the function.

### BOOKING AND HIRING THE HALL

9. The agreement for the hire of the hall shall not be valid until a booking deposit of £100 has been paid to cover liabilities.
10. In the event of the hiring fee not being paid more than 14 days before the date of hire, the Hall Committee reserves to itself the right to regard the hire as having been cancelled, and to the deduction of the hire fee from the booking deposit.
11. **No music is permitted in the hall between the hours of 6.30 and 7.30 pm on Saturdays.**
12. All Functions must conclude at 11.00 pm and the hall vacated by 11.30 pm. Extensions are not possible. As the hall is situated in a residential area due consideration must be given to neighbouring residents. **Continual excessive noise will result in the hirer being told to vacate the hall immediately.**
13. The booking deposit will be retained in full, or in part, at the discretion of the hall committee in the event of failure to terminate the function by 11.00 pm.
14. The hirer shall at the conclusion of the hire, leave the premises clean and tidy.

## **INTOXICATING LIQUOR AND CATERING**

15. A fee paying bar will not be permitted. If one is required it will be the responsibility of the hirer to apply for the necessary licences.
16. Caterers must use the kitchen facilities provided. No extra electrical equipment may be introduced without notification and prior permission.
17. Caterers must provide their own glasses and tableware.
18. Caterers must remove all rubbish, debris, cases, boxes etc from the kitchen. The kitchen must be left perfectly clean and tidy for subsequent users.
19. Young persons under the age of 16 years are not allowed in the kitchen area unless under the supervision of an adult.

## **GENERAL CONDITIONS AND PROHIBITIONS**

20. The "Hall" shall be deemed to be the main hall of the building together with the kitchen and toilet facilities. Other rooms may be hired by arrangement.
21. No electrical or other fittings or appliances in the hall, kitchen or their environment shall be interfered with, altered or removed.
22. No decorations, flags, emblems etc shall be permitted without the sanction of the hall committee.
23. No unlawful gaming or lottery shall take place in the hall.
24. The hall premises shall not be used for any purpose other than that specified by the hirer on the contract form.
25. The hirer shall not use the hall for the purpose of a bazaar or jumble sale.
26. The hirer shall not sublet the hall or any part thereof.
27. The amount of parking attached to the Community Centre is limited and must be vacated as soon as possible after each session or function in order to allow the next users full use of the car park. There is a public car park opposite for those wishing to extend their stay in Sidcup.
28. After 10.30 pm the rear exit is to be used for vacating the premises.
29. The penalty for non compliance of any of the conditions of hire shall be forfeiture of the total deposit fee at the discretion of the management committee.

## **TERMINATION OF THE CONTRACT**

30. Should the hall committee, before the date of hire, be of the opinion that the function is likely to prove of an objectionable nature or undesirable character, they shall have full power to terminate the contract of hire and return the fee paid. The hall committee shall not be liable to pay any compensation.
31. The hall committee reserves the right (to be exercised by any member of the hall committee) to terminate the period of hire at any time in the event of breach of the conditions of hire or in consequence of disorderly or unseemly conduct on the part of any person or persons present in the hall in connection with the function.

The parish priest and the Management Committee do not accept responsibility for any injury or damage, however caused, to any person, nor for the loss, damage or theft of property from or by any person using St Lawrence's Community Centre. The care and daily management of the centre is the responsibility of the Hall Steward appointed by the Parish Priest.