

## Summary of Hire Agreement

**This one page summary is for ease of use only and the Hirer is required to read, sign and comply with the full Hire Agreement**

The Hirer will limit their use to the capacities stated in page 2 of the Hire Agreement

The Hall does not have a Premises Licence and thus regulated entertainment, including the performance of live or recorded music, is only permitted during the hours 8am – 11pm.

### **The numbers below relate to the numbering in the Standard Conditions of Hire**

1 & 2 The hirer must be aged 18 or over and is responsible for supervision of all activities in the hall.

4 The hirer is responsible for any damage etc

6 The Hall maintains a Music Licence permitting the playing of recorded music and/or the performance of live music.

8 Activities for children (other than private parties) must comply with the relevant legislation.

9 & 10 The Hirer is responsible for public safety and must read the Emergency Evacuation Plan including checks to be undertaken before an event and action to be taken in the event of fire.

11 The Hirer shall comply with any licensing conditions for the premises, specifically that amplified music must cease at 11:00pm.

15 Smoking is prohibited on the premises.

16 All accidents must be noted in the Incident Book.

18 The heating system must not be adjusted under any circumstances

19 No animals are allowed on the premises

26 Any return of hire charges paid in advance is at the discretion of the Management Committee

27 There is a car park for 50 cars

29 Hirers are to note that the Hall has an intruder alarm, security lighting and CCTV cameras, and it is vital that such crime reduction equipment is not tampered with or obstructed.

30 The sale of alcohol in any form (including when included in the ticket price for an event) is not permitted unless a Temporary Event Notice has been obtained from East Suffolk Council in advance of the event.

34 The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise.

35 No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior approval of the management committee.

### **Covid 19 – Special Conditions**

The hirer will be responsible for ensuring compliance with any COVID-19 regulations and guidance applicable at the time of booking while entering and occupying the hall. Details are in the Hire Agreement.