



**The Hindmarsh Hall, Alnmouth  
Reg. charity no: 522021**

**STANDARD CONDITIONS OF HIRE**

In these Conditions, the committee shall be the Hindmarsh Hall Management Committee.

1. The Hirer will be responsible, during the period of the hiring, for the building and its contents and the safety and behaviour of all persons using the premises whatever their capacity.
2. No Bookings can be accepted from anyone under 18 years of age.
3. All bookings are subject to confirmation by the Booking secretary and the payment of the appropriate fee. The Committee reserves the right to reject any applications without explanation.
4. The Hirer must ensure that music and noise is kept to a reasonable level to avoid disturbance to local residents.
5. The Hirer shall not use the premises for any purpose other than that described in the Hiring Request. They shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything which might endanger the same or invalidate any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without the written permission of the Committee. Such permission will not be granted unless and until the Committee is satisfied that the Hirer's proposed arrangements meet with their approval.
6. The Hirer, having received written permission from the committee to sell alcohol at their event, shall be responsible for compliance with the alcohol licence. Before selling alcohol, Hirers will be required to ask for ID for anyone they suspect to be under 18. They must display the Challenge 21 notice (provided by the hall).
7. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Hindmarsh Hall Fire Risk Assessment, Local Authority, the local Magistrates Court or other official body, particularly in respect of any event which includes public dancing or music or any other similar public entertainment or stage plays. Hirers shall also comply with the Hindmarsh Hall Health and Safety Policy.
8. The Hirer, at the end of the hiring, shall be responsible for leaving the premises and surrounds in a clean and tidy condition, all lights turned off, properly locked and secured unless otherwise directed, and any contents temporarily moved from their normal position properly replaced.

9. The Hirer is responsible for disposal of all rubbish in the bins provided with the exception of glass. The Trustees wish Hirers to be mindful of the environment by sorting their rubbish. All bottles **MUST** be taken away as there is no glass recycling in Alnmouth. Glass can be deposited at Alnwick Household Recycling, NE66 2HT, Shilbottle Working Men's Club NE66 2XN or Warkworth Long Stay Car Park NE65 0SN.
10. All music must stop at 11pm as per the terms of the Hall's music license.
11. Payment for any booking must be made within 7 days of receipt of the invoice.
12. Cancellation of the booking by the Hirer before the date of the event will entitle the Hirer to a refund of any monies paid **only** if the Committee is able to find a replacement booking.
13. The Committee reserves the right to cancel any hiring in the event of the premises being required for use as a polling station for a parliamentary or local government election or by-election or in any eventuality outside the control of the Committee, in which case the Hirer shall be entitled to a refund of any monies paid.
14. The Committee shall not be liable to the Hirer for any loss or damage resulting from any part of the premises being rendered unfit for the purpose for which it is to be or has been hired. A full refund will be provided if the Hirer has paid for the use of the Hall that has become unfit for purpose.
15. The Committee accepts no responsibility whatsoever for any loss or damage to the Hirer's property or any damage or injury to any person or persons attending the function by the Hirer while on the premises.
16. The Hirer shall not allow any activity during their use of the Hall which conflicts with the Hall's policies in respect of Health and Safety, Safeguarding, Equal Opportunities, Data Protection and Environmental policies, details of which are available on the Hall's website.
17. The hirer will ensure that nothing takes place in the hall in contravention of the law relating to gaming, betting and lotteries.
18. Any electrical equipment brought into the hall must be PAT tested and a certificate shown to the Booking secretary.
19. Any person renting the hall for business purposes must have their own business insurance, including third party liability insurance. This would include, but may not be limited to, any person renting the Hall for any purpose, charging for their activities and keeping any profit for themselves.

If the Hirer is in any doubt about the meaning of any of the above conditions, they should contact the Hall Management Committee.

Any serious breach of these conditions of hire shall entitle the Committee to revoke the hiring agreement and where appropriate, terminate the activity and instruct that the hall is vacated.

**Hindmarsh Hall Management Committee**  
**November 2024**  
**Review Date March 2025**