**SOUTH GREEN MEMORIAL HALL**

**Southend Road, South Green, Billericay, Essex CM11 2PR**

Registered Charity No.261084 www.southgreenhall.co.uk

**CONDITIONS OF HIRE**

The Hall is bound by Committe rules and the Licence Regulations which stipulate that:-

 Weekday functions must cease at 10.30pm and the car park emptied by 11.00pm

 Saturday functions must cease by 11.00pm and the car park emptied by 11.30pm

 Sunday functions must cease at 4pm and the car park emptied by 4.30pm

**RULES**

**1 HIRING CHARGES**

 Hiring charges are as per the application form.

 Hiring charges to be paid by cheque or BACS

**2 SAFETY**

 The person responsible for hire will ensure that a competent person, who will be in attendance throughout the function, will read, understand and comply with the Fire Notice to be found in the Hall near the Kitchen.

 All electrical equipment brought into the Hall by the Hirer must have been tested for safety.

**3 SECURITY**

 Childrens Parties will use the side door entrance only.

 The Front Entrance is to be kept **CLOSED** but is operable throughout the function as a means of escape.

**4 ALCOHOL**

 Alcohol is **NOT PERMITTED** on the premises without the written consent of the Chairman.

 Permission to be applied for, in writing, at least 14 days before hire date.

 Alcohol **CANNOT BE SOLD** on the premises.

**5 THE STAGE**

 **AUDIO** equipment must use the sockets sited on the left side of the stage, and must be tested for electrical safety.

 All power in the Hall is controlled by an automatic noise control device, which activates after 7 seconds on the red reading.

**6 CAR PARK**

 Persons responsible for the Hire will ensure that the Car Park is vacated with the minimum of noise, to prevent nuisance to the adjacent properties.

 Weekdays cleared by 11pm

 Saturdays cleared by 11.30pm

 Sundays by 4.30 pm Page 1 of 2

**7 KITCHEN**

 The Kitchen is to be left in a clean and tidy state.

 Any china used is to be washed clean, dried and stowed away without damage.

 Any damage to be reported a.s.a.p.

 Care should be taken to ensure the work tops are not marked.

 Chopping boards are provided for your use.

 The hob, oven and refrigerator should be left clean.

 We do not provide tea towels or washing up liquid.

**8 TABLES AND CHAIRS**

 Tables are to be wiped clean and restacked correctly in the storage room.

 Chairs are to be stacked in piles 8 high with seats facing the wall.

 Please use the chair trolley to move stacks of chairs, do not stack higher than 8 as they become unstable.

**9 RUBBISH**

 The Hirer is responsible for removing all kitchen waste, rubbish, food, bottles, tins etc. from the site at the end of the hire period.

**10 FOOTWEAR**

 The Hirer is responsible for ensuring that **NO** footwear which is liable to damage the floor is used for dancing or other activities.

**11 DAMAGE**

 Any damage to the Hall or its fixtures and fittings during the preperation or function will be paid for by the hirer

 Nothing is to be constructed or erected in the Hall without prior consent of the Committee.

 **NOTHING MAY BE STUCK OR PINNED ON THE WALLS**

 There will be **NO** alteration to the Hall fixtures and fittings.

**12 RIGHT TO REFUSE ENTRY**

 The Committee or their representatives hold the right to refuse entrance to anyone who contravenes these rules.

**13 AMENDMENT TO THE RULES**

 Rules and regulations are subject to alteration and amendment by the Hall Committee as the need occurs.

**14 STORAGE**

 Regular Hall Hirers using Hall storage facilities are responsible for their own insurance.

 Casual Hirers are not allowed to use any equipment in the storage room except for the tables and chairs. All other items are the Personal Property of the Regular Hirers.

 Page 2 of 2