

Conditions of Hire of Pelham Hall

1. Pelham Hall Management Committee reserve the right to refuse bookings.
2. **A booking is PROVISIONAL until either a deposit or full payment has been made. The Full Charge must be paid 7 days prior to the event taking place.**
3. The rooms required must be specified when making a firm booking. If additional rooms are used the committee will raise additional invoices as appropriate in accordance with the published tariff.
4. The hirer shall ensure that they read the Fire Emergency Plan and ensure that the procedures therein are followed. Emergency Exits must be kept clear at all times.
5. All rooms used must be cleared at the end of the booking period, rubbish, food, bottles, etc. put into the relevant bin liners and taken home as there is no refuse collection from the hall. If crockery etc. is used it must be washed and returned to its cupboards, drawers etc. If additional cleaning is required a charge will be deducted from the deposit.
6. It is the responsibility of the hirer to leave the hall clean, tidy and secure and the end of the event. Check all fire doors are closed and ensure any electrical items have been used areswitched off.
7. It is the responsibility of the hirers to ensure that proper order is kept during the period of the hire. Members of the committee may inspect the hall at any time and may terminate the hire immediately if the property is being abused or if any conduct of the users is contrary to public order or the law.
8. It is contrary to the condition of our premises licence to allow alcohol to be brought onto the premises without prior agreement, either for private consumption or sale. Any infringement will lead to immediate termination of the event.
9. Pelham Hall Committee is responsible for the running of the bar facilities.
10. The number of people using the various rooms shall not the limits defined in the Facilities and Capacities document.
11. Users of the hall are not permitted to use electricity supplies from the building to power amplifiers or loudspeakers outside the buildings. If a generator is used in the grounds of Pelham Hall the output must be transformed down to 110V.
12. The hirer agrees to abide by all the policies of the hall, including those relating to the consumption and sale of alcohol, child protection and equality and diversity.
13. The Hall has Public Liability Insurance which covers hirers who are charitable organisations, not-for-profit groups and individuals. Please view the Insurance Policy document and the Hirers' Liability information on our website or ask advice when making a booking. All other hirers must ensure they have suitable insurance policies in place.

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