

Jubilee Hall, 49 Slade Road, Portishead, BS20 6BE
Terms and Conditions for hire of premises

The hirer must:

1. Leave the premises clean and tidy with all rubbish, personal items and equipment removed.
2. Clear all tables and chairs from the main hall and store them in the allocated cupboards.
3. Turn off all electrical equipment, including sockets and items in the kitchen area.
4. Return all crockery and cutlery to where it was found.
5. Leave the toilets clean and tidy.
6. Not remove any property belonging to Alliance Homes under any circumstances.
7. Make themselves familiar with the Fire Evacuation Procedure for the premises.
8. Leave no unauthorised person in the hall alone without the specific permission of a member of staff from Alliance Homes.
9. Lock all doors and windows before leaving.
10. Not permit anyone to smoke anywhere in the building.
11. Not permit alcohol anywhere on the premises.
12. Ensure no nuisance, annoyance or inconvenience (particularly due to noise levels) is caused to other users of Jubilee Hall or to any owners or occupiers of neighbouring properties.
13. Obtain specific approval for the use of any type of paid or professional entertainer.
14. Be responsible for acquiring any necessary insurance and/or licence/s that may be required for any activity undertaken within the premises and will provide copies of these to Alliance Home on request.
15. Make payment as per the licence agreement.

Booking procedure

1. You will be issued with one key-fob which you are responsible for keeping safe. If this is lost, you will be liable for the cost of replacement.
2. Unless you are a regular hirer of the premises, £50 deposit must be paid on collection of the fob. This must be in cash (cheques cannot be accepted) and will be refunded on safe return of the fob and provided no damage has been caused to Jubilee Hall or any property within it.
3. The fob must be picked up and returned to Alliance Homes, 40 Martingale Way, Portishead, BS20 7AW by the end of the following week.
4. Fobs are only to be used on the date of hire. If you need to access the premises prior to the hire date, you must seek additional permission from Alliance Homes.
5. The times booked should be adhered to at all times or further charges will be applied and deducted from your deposit.
6. Please inform Alliance Homes if you are not using the hall on any occasions that have been booked, otherwise you will be liable for payment.
7. Alliance Homes does not accept responsibility or liability for any damage or loss of any items or property brought into or left within Jubilee Hall whilst it is being hired.

If any of these terms are broken, Alliance Homes has the right to terminate your contract with immediate effect and/or refuse further bookings.

As "the hirer", I have read, and I accept these terms and conditions on the basis that I will be held fully responsible during the hire period if they are not maintained.

Full name (PLEASE PRINT)..... Signed.....

Address

Contact tel. no. Dated.....