

## TERMS & CONDITIONS FOR USE OF VENUE

- Hirers are being granted a non-exclusive, revocable licence to use the venue as specified on the Booking Form, for the duration specified on the Booking Form.
- All set-ups and clear-downs are your responsibility; (this must be done within your hired time) unless otherwise arranged.
- It is your responsibility to ensure that the venue is suitable for your intended use.
- We reserve the right to make an extra charge for any extra time that the venue is in use
- You shall not use the venue for any other purpose other than that described on the Booking. You shall not sub-hire or allow the venue to be used for any unlawful purpose or in any unlawful way.
- Smoking is absolutely prohibited in the venue, including e-cigarettes and it is the hirer's responsibility to clear up and butts etc. left outside the building.
- Smoke machines etc are prohibited in the venue as they will set off the fire alarms.
- Neither you, nor your attendees are permitted to use any equipment at the venue, unless otherwise agreed as part of your booking. If you fail to comply with this provision, we reserve the right to make an extra charge and you will be liable in full for any damage to the equipment.
- Any equipment that is used must be moved to its original position before leaving the venue.
- You shall ensure that any equipment you bring to the venue is safe and in good working order and, where relevant, has been PAT tested (and shows the in-date PAT sticker).
- You shall not use any naked flames in the venue. This includes candles and gas-fuelled food warmers or chafing dishes.
- You must not make excessive noise whilst at the venue.
- You are responsible for the removal of rubbish at the end of your hire period. There is a bin outside the back doors for small amounts of general waste. Large amounts following a catered event/ function for example, must be taken away.
- Please note rubbish left outside the building or in other areas may be classed as fly tipping and may result in legal action.
- You are responsible for leaving the building clean and tidy. Including any outside spaces used. If you fail to comply with this provision, we reserve the right to make an extra charge.
- You must not make any alterations to the venue without prior consent.
- You shall ensure that the venue is vacated at the time specified on the Booking. If you or any of your guests, attendees or suppliers have not vacated the venue, we reserve the right to make an additional charge.
- You shall not allow any animals, other than assistance dogs, to be brought into the venue.
- Bouncy Castles or similar inflatable apparatus are only permitted if evidence of Public Liability Insurance and risk assessment is supplied to us and full supervision of the apparatus is provided by you or a designated supervisor.
- Any external suppliers that you use as part of your hire of the venue must adhere to these terms of use, and it is your responsibility as hirer to ensure they do so.
- All functions need to be finished by 12 midnight (Extra time can be booked for clearing/ cleaning).