

CEFN COMMUNITY COUNCIL

Memorandum of Hire

Terms and Conditions for the letting of George Edwards Hall, Cefn Mawr

1. The Hirers of the hall shall be responsible for the maintenance of good order and behaviour within the building during the hours of hiring.
2. Access to the balcony, stage, and dressing rooms below is **strictly forbidden** unless prior agreement with the clerk.
3. All Hirers must familiarise themselves with the fire exits, fire procedure and the location of fire extinguishers.
4. The hirers shall agree (A) to accept full responsibility for, and indemnify the council against all costs, charges and claims in respect of injury to any person whether using the hall, or present during or in connection with the letting, (Other than any injury arising out of or due to any negligence of the council) and (B) to bear the cost of any damage caused to the buildings, goods, apparatus or appliances, either belonging to the council or any person(s) in connection with the letting, such as third party hire companies.
5. All public entrances and exits must be left unfastened and kept clear during the time the building is occupied. Stewards must be posted at exits if appropriate.
6. The number of persons to be admitted to the building shall be limited to 350 in respect of concerts and dramatic performances, and 310 in respect of dances. The onus is on the hirers to ensure that this is not exceeded. It is essential that this condition is implemented.
7. No alternation or addition to the electric lighting and power points shall be carried out without the prior consent of and by arrangement with the council clerk.
8. The council will not accept responsibility or liability for the loss of or damage to any article brought into the premises, The hirers agree to indemnify the council of all costs, charges, and claims in respect of any monies or goods deposited or left on the premises by the hirer or on their behalf, before, during or following the period of letting.
9. All furniture, equipment and sundry items brought into the building must be removed immediately after the function. Failure to do so will necessitate an extra charge being made.
10. The council reserve the right to refuse booking requests.
11. The Hall may not be used for public functions on Christmas day and good Friday.
12. It is the Hirers responsibility to provide sufficient first aid cover and equipment for their events.
13. It is the hirers responsibility to leave the kitchen area tidy and free of debris after the event, and to ensure any outside equipment is removed. Any equipment provided by the council should not be removed and the hirer must familiarise themselves with the equipment before using.