

Longridge Social Enterprise Company Ltd

Longridge Civic Hall – Terms & Conditions of Hire

1. The Longridge Social Enterprise Company Ltd (Hereinafter called “LSEC”) will hold fully insured the whole of the building and fittings or other articles contained therein owned by LSEC.
2. LSEC will not accept any responsibility whatsoever attributable to any damage or loss by fire, theft or from any other cause, to any articles or other belongings brought into the building, for sale, exhibition or for any other purpose.
3. The **hirer** shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the building or to any part or parts thereof or to any fittings, equipment or other property therein and shall pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the building by reason of the use of the hired premises by him. **NB. It is suggested that in the hirer’s own interests, he arrange private insurance to cover all such damage and risks.**
4. No nail or fastenings shall be driven into the wall, floor, ceiling or partition or in any part of the building.
5. **In the event of a licensed bar being provided at any function the bar shall be closed half an hour before the conclusion of the function and, in any event, the bar shall be closed no later than 1.00 am on any occasion or in line with Premises Licence.**
6. The hirer shall at the expiration of the period of the hiring leave the premises in a clean, wholesome and orderly state. In the event of a breach of this clause, the hirer shall pay to LSEC any expenses incurred by it in cleaning and tidying the premises. LSEC reserves the right to charge additional sums for certain types of hiring as it sees fit to cover specialised cleaning and odour removal.
7. The premises must be used for the purpose for which they are hired. The hirer may not sub-let or assign any portion of the building to any other person and must vacate the premises upon expiry of the period of hiring, otherwise an extra charge of the appropriate rate per hour or double that rate if after midnight. Part hours will be charged at the full hourly rate applicable.
8. Charges will be per LSEC rate card or by agreement with its officers. Commercial lettings will reflect at least a 50% mark up on LSEC’s rate card.
9. LSEC shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction or act of God, which may cause the premises to be temporarily closed, or the hiring to be interrupted or cancelled.
10. LSEC’s staff will have full control of the heating, lighting and placing of furniture and such furniture may not be re-arranged without LSEC staff approval.
11. The hirer will be responsible for providing an adequate number of staff to the satisfaction of LSEC for the supervision of the Civic Hall and running of the function by security, cloakroom and toilet staff etc.

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12. The hirer shall be liable for and shall indemnify LSEC in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the premises by reason of the use of the hired premises by the hirer, except as may be due to the negligence of LSEC or its staff.
13. LSEC shall retain the right, at their discretion, to refuse to let the rooms to any person or body. LSEC also retain the right to cancel any function if, in the opinion of LSEC, this proves to be necessary. Provision will be made for a refund of hiring fees in cases of this nature.
14. All **applications to hire** any part of the Civic Hall must be made in writing using the form provided by LSEC. **NB. This does not preclude the opportunity to make provisional bookings by telephone although a booking will not be considered firm until a booking form has been accepted and/or an officer of LSEC has confirmed the arrangement by letter, and any required deposits have been paid.**
15. The full **hire charge must be paid** at least one month prior to the date of hire, subject to cancellation conditions in Paragraph 17.
16. The **Hirer is considered to be** the person who signs the application. Where a promoting organisation is named on the application form for hire, that organisation also shall be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form.
17. **Cancellation Costs** will apply to any confirmed booking. Cancellation 31 or more days before the hire date will result in loss of deposit. Cancellation between 30 and 15 days inclusive prior to the hire will result in loss of 50% of total fee. Cancellation 14 days or less, prior to the hire date will result in loss of the total fee. Any cancellation must be in writing and will be considered effective from the date it is received by LSEC
18. This letting is on the express understanding that the fee charged may be increased by such amount as LSEC may resolve and such increases shall be payable on demand. In the event of any such increase not being acceptable to the hirer, then the booking may be cancelled and the charge already paid will be remitted to the hirer.
19. The Civic Hall is licensed for Music and Dancing and in this respect the following limitations apply:

Main Hall	350 Seated
	250 Dancing

(Maximum attendance figure 400 inclusive of staff)

Under no circumstances must these limitations be exceeded

All the conditions attached to the Premises Licence for the hired premises shall be duly observed. A copy of such licence is displayed in the foyer and may be seen on application to LSEC and the hirer shall be deemed to have had notice of all conditions attached thereto.