

RUCKLERS LANE (KINGS LANGLEY) COMMUNITY ASSOCIATION

Registered Charity No: 803665

Hire Conditions for use of Rucklers Lane Community Hall

If you intend to have a bouncy castle, see additional conditions

1	The Hall shall only be used during the times and for the purpose stated on the application form. Time taken to set up shall be included in the hire period. The maximum number of persons allowed in the Hall at any given time is 50 . This number <i>must not</i> be exceeded under any circumstances.
2	The current hire charge is £12.50 per hour, with a minimum charge of £37.50 (3 hours). Please ensure that the hire period includes time to get the Hall set up for use and for time to put the Hall back to the state it was initially and to clean the area (see point 14).
3	A deposit of £150 (preferably paid by BACS into the bank account for the Hall) must accompany the application and will be returned if the application is not accepted. The deposit of £150 will be refunded (preferably by BACS) as soon as practically possible, provided there is no retention under conditions 3 and/or 6. If the application is granted, the hire charge must be paid in full (preferably by BACS) at least <u>FOURTEEN DAYS</u> before the date of the function.
4	If the hirer cancels the booking before the hire charge is due, the deposit will be retained by the Rucklers Lane Community Association to cover any expenses and the remainder will be transferred (preferably by BACS) to the hirer. In the event of a cancellation within seven days of the function, the hirer will be liable to pay the full charge, but the deposit will be returned.
5	Rucklers Lane Community Association reserves the right, at any time, to cancel a booking before the date of hire, on return of the deposit, without payment by way of compensation, or otherwise.
6	The hirer shall be responsible for and make good, all or any damages, or breakage caused during the period of hire and shall reimburse Rucklers Lane Community Association for the cost of making good such damage or breakage. A responsible adult must be in attendance on the door throughout all functions.
7	The hirer is responsible for ensuring that the premises are left as clean and tidy as at the start of the hire. Prior agreement must be obtained before any food is taken into the Hall. All rubbish must be removed by the hirer and the Rucklers Lane Community Association reserves the right to retain the deposit of £150, or part thereof, to cover labour costs involved in cleaning up after a function.
8	<u>NO SMOKING, VAPING OR E-CIGARETTES ARE ALLOWED ON THESE PREMISES OR SURROUNDING GROUNDS</u> and it is the hirer's responsibility to ensure compliance.
9	The hirer will indemnify Rucklers Lane Community Association from and against all claims, of whatever nature, arising, or to arise, from the use, or hire, of the premises, or of any equipment/fixtures thereat.
10	No liability is accepted by, or on behalf of, Rucklers Lane Community Association for loss or damage to any property, person or thing, or fixtures or fittings therein, or use of the facilities provided by the Rucklers Lane Community Association during the period of hire or otherwise.

11	All events are to be finished by the following times: 11pm – Monday to Thursday; midnight – Friday and Saturday; 1030pm – Sunday.
12	When leaving the Hall, please bear in mind that, if you were the people living nearby, you would not wish to be disturbed. This is a polite and firm request that your function does not become rowdy or annoying to the neighbourhood.
13	The heating is automatic and has been set to give your function maximum comfort. Please do not try to make any adjustment, other than by the thermostatic valves on each of the radiators. <u>ANY INTERFERENCE WITH THE CENTRAL CONTROLLER COULD AFFECT THE COMFORT OF LATER HALL USERS AND THEREOF INTERFERENCE COULD RESULT IN THE LOSS OF YOUR DEPOSIT.</u>
14	In an emergency the following can be contacted: Nick Mills (Hall Caretaker/key holder) – 07702 684243 Alan Anderson (Hall Chairman/key holder) – 07803 247553 Simon Hicks (Hall Bookings/key holder) – 07391 850021 / 07986 986121
15	After the event has finished, please ensure that: <ol style="list-style-type: none"> 1. The toilets have been flushed and are clean. 2. All rubbish has been removed by the hirer. 3. All lights have been switched off. 4. The front door is locked. 5. Keys returned.

The hirer's signature on the application form shall constitute acceptance of all these conditions.