Yettington Hall – Terms and Conditions of Hire

SPECIAL CONDITIONS

These Special Conditions apply in addition to the Terms and Conditions of Hire set out below. The Hirer is responsible for ensuring that those attending their activity or event comply with any government guidelines in force at the time of hire.

1. ELIGIBILITY

The Hirer must be 18 years of age or over and is responsible for compliance with these Terms and Conditions during the period of hire.

2. BOOKING, PAYMENT AND CANCELLATION

You will receive an invoice from the Treasurer which is payable on return.

Seven clear days' notice must be given for cancellation, otherwise payment will be forfeited. If the Hall is successfully re-let for the same period, Trustees may refund at their discretion.

All bookings must be requested and confirmed in advance. Use of the Hall without a confirmed booking is not permitted and may result in charges or refusal of future bookings.

The Trustees reserve the right to refuse any booking.

3. ACCESS

Access is via the key safe located to the left of the front door. Codes are issued during the week prior to hire.

Access to the Hall is strictly limited to the times booked and confirmed. Entry before or after these times is not permitted unless agreed in advance.

Access codes must not be shared and must only be used for the agreed booking period. The Trustees reserve the right to change access codes if misuse occurs.

4. USE OF THE HALL AND GROUNDS

Hall hire includes use of the external grounds. Maximum capacity is 50 persons and must not be exceeded.

All events must cease at 11:00 pm (1:00 am on New Year's Eve).

The Hirer must ensure behaviour does not cause nuisance to neighbouring residents. Guests must leave the premises quietly, particularly late at night.

5. ALCOHOL AND LICENSABLE ACTIVITIES

The Hall does not hold a Premises Licence. If alcohol is sold or supplied, a Temporary Event Notice (TEN) must be obtained from East Devon District Council and provided prior to the event.

When amplified music is played, doors and windows must be closed and volume controlled. External amplified music must not be played between 11:00 pm and 9:00 am.

6. PARKING

Vehicles and contents are left at the owner's risk. Guests must park considerately with regard to neighbours.

7. SMOKING AND ANIMALS

No smoking inside the Hall. Smoking permitted in the grounds only using the bin provided. No dogs except assistance dogs unless prior permission granted.

8. FIRE AND PUBLIC SAFETY

No real flame (candles, sparklers, etc.). No hazardous or flammable substances. No portable heaters. Fire exits must remain clear.

The Hirer is the Responsible Person for the event. Emergency services must be contacted immediately in the event of fire (999).

9. SAFEGUARDING AND SUPERVISION

The Hirer is responsible for appropriate supervision of children and vulnerable adults. Responsible adults must be present at all times when minors attend. No children under 12 in the kitchen unless accompanied by an adult.

10. EQUIPMENT AND DECORATIONS

No nails, pins or adhesive tape on walls or cladding. Blu-Tac permitted if fully removed. Bouncy castles/inflatables require prior written approval and proof of insurance.

11. CLEANING AND CONDITION

The Hall and grounds must be left clean and tidy.

All rubbish must be removed from the premises at the end of the hire period.

All lights, heaters and electrical appliances (including the fridge if used) must be switched off before leaving.

Failure to leave the Hall in a satisfactory condition may result in additional charges or refusal of future bookings.

The Exit Checklist must be followed.

12. DAMAGE

The Hirer shall reimburse Trustees for any damage caused. Damage must be reported as soon as possible.

13. INSURANCE AND LIABILITY

The Hall operates in accordance with its Public Liability Insurance policy. Hirers are responsible for activities carried out. Evidence of Public Liability Insurance may be required. Trustees are not responsible for loss or theft of personal belongings.

14. COMPLIANCE WITH TERMS

Hirers must comply with all Terms and Conditions of Hire and any reasonable instructions given by the Trustees. Failure to do so may result in termination of the booking and refusal of future hire.

15. FORCE MAJEURE

If circumstances beyond Trustees' control require cancellation, hire fees will be refunded but no further compensation shall be payable.