

SKELTON TOPPIN MEMORIAL HALL – SKELTON VILLAGE ALSO KNOWN AS SKELTON MEMORIAL HALL

CONDITIONS OF HIRE

1. The facilities at the Hall may be hired by individuals or by organisations. Acceptance of any booking is at the discretion of the Hall Trustees
2. All bookings must be made through the Booking Secretary (Mobile Number 07376 785455) and no booking will be regarded as “firm” until the official booking form has been submitted and the appropriate fee has been paid.
3. Hire includes, where required, reasonable use of tables, chairs etc. and the provision of heat and light. The Hirer should ensure that lights are switched off after use and may be charged extra if they are left on. The heating is set and should not be adjusted without permission of the committee, failure to do this may result in an extra charge.
4. It is the responsibility of Hirers to set out their own chairs, tables, equipment etc. and to replace such items after use.
5. If the kitchen facilities are hired there is no extra charge for using the basic crockery and utensils. Hirers are required to “wash-up” and tidy the kitchen after use. Tea-towels, table-cloths and other items that require laundry are not provided.
6. Function crockery (White Porcelain) and cutlery can be hired separately. Please discuss with Booking Secretary.
7. The Hirer is liable for any damage or breakages occurring during the period of hire. Rooms must be left as found and Hirers will be charged for any additional cleaning which may be required.
8. When the Hall is being used for a public entertainment, the number of people using the Hall is restricted for safety reasons under the Hall’s Public Entertainment Licence. Where seating is in rows or around the walls of the Main Hall the maximum number of people permitted is 200 including children. When tables and chairs are used the maximum number is reduced to 120. Please note the maximum number **MUST** include catering and bar staff if applicable.

HEALTH AND SAFETY

9. In order to ensure compliance with the terms of the Hall’s Premises License and to prevent disturbance to residents living close to the Hall, all bookings involving music are accepted on condition that such music is played at a reasonable volume. Monitoring of music volume may be undertaken and the Hirer will be required to comply with any request by a member of the Hall Trustees to reduce excessive volume levels. Hirers are required to advise performers of this condition. **Any event must finish at 1.00am Monday to Friday and 12.00 midnight Saturday and Sunday.**

10. All electrical equipment brought in by the Hirer or any 3rd party must be in good condition and be used appropriately. The Hall does not accept any liability for any equipment brought in by Hirers or 3rd party service providers.
11. Responsibility for any injury, loss or damage suffered by the Hirer or any persons attending the event in the hired room if such injury, loss or damage is caused by the Hirer or any persons themselves, or by any equipment or property brought into the building by the Hirer or any 3rd party services such as Bands, Musicians, Disco, Karaoke, Children's Entertainers, Catering etc or persons attending the event in the hired room, cannot be accepted by the Hall Trustees. The Hirer must ensure that any 3rd party services brought into the premises have adequate public liability insurance to cover their own equipment and the personnel involved with the service. Again if you are not sure about this either contact the Booking Secretary or get the 3rd party service provider to contact the Committee prior to the event.
12. No extensions or alterations to the electrical system or the internal structure of the building or the stage will be allowed without the written permission of the Hall Trustees and, in the event that permission is granted, work can only be carried out by suitably qualified personnel holding their own public liability insurance.
13. Any temporary extensions, constructions or alterations made by the Hirer, that the Hall Trustees has permitted, must be covered by the Hirer's own public liability insurance and be inspected and approved by the Health and Safety Officer. Any cost relating to such temporary extensions, constructions, alterations, reinstatement or repair will be born by the Hirer.
14. It is the responsibility of the Hirer to ensure that any equipment used or stored in the hall is regularly inspected and that the appropriate certificate is obtained. In particular the Hirer is responsible for the safe use of any ladders or step ladders.
15. **Children in the kitchen:** Children under 5 are not permitted, Children under 16 only if supervised by a responsible adult age 18 or over, a maximum of 3 children at any one time.
16. It is the responsibility of the Hirer to know how to isolate the electricity supply in case of an emergency.
17. It is the responsibility of the Hirer to notify the Hall Trustees regarding any Health and Safety concerns or observations that they may have.

CANCELLATIONS

18. In the event of a cancellation the Hirer is responsible for the payment of any expenses incurred by the Hall Committee in preparation for the session/event/function.

BREAKAGES CHARGES

19. All breakages and damage must be notified to the Hall Trustees and paid for.