

DRAYTON HALL & RECREATION GROUND TRUST

Regulations

1. The person signing the Booking Form shall be the **HIRER** and will be held responsible for the Hall's proper and orderly use during the hire-period and must:
 - a) Conform with the licensing regulations and other legal requirements that govern the use or any part of it.
 - b) Leave the premises in a clean and tidy condition and re-position all the furniture and fittings to the locations shown on the attached sheet.
 - c) Ensure that all doors are secured, all taps and lights turned off, windows closed, all kitchen equipment turned off on vacating the premises, unless another HIRER is currently present in the Hall.

NB If, subsequent to a hire, the Hall is found unsecured by Thames Valley Police, the HIRER may be required to pay a fine not exceeding £100.

- d) Return the keys to the Key Holder, whose address is given on the Booking Form.
- e) Ensure that the EXIT doors are **not** opened for ventilation.

Damages The HIRER will be liable for any damage and all breakages/losses of the contents of the Hall, during their period of hire.

2. Damages/breakages/losses should be reported to the Bookings Secretary as soon as possible after the hire period and failure to do so may result in the Hirer being charged automatically for costs of repair/replacement, as appropriate. The hirer must not allow the attachment of any pin/nail/hook/screw/Sellotape or other device into or upon any part of the Hall.

Fixtures/Notices The HIRER must obtain permission from the Booking Secretary to: -

3.
 - a) Place/erect any fittings, furniture/structures, other than those provided, in any part of the Hall.
 - b) Place/fix any lighting/decoration/other effects in the Hall
 - c) Exhibit notices of any kind anywhere other than on the Notice Boards provided in the Hall.

Car Park/External The HIRER must ensure that: -

4.
 - a) The official Car Park is used and in such a way that entrances and exits to the Hall are not obstructed - thereby permitting access for ambulances, police cars and fire-fighting vehicles.
 - b) Vehicles leave the Car Park after the conclusion of late night functions without undue noise, rowdiness and use of lights.
 - c) Areas in and around the Hall are not littered in any way.

Delegation/Access The HIRER must not, without permission of the Booking Secretary:

5.
 - a) Assign his/her responsibilities to any other person
 - b) Sub-let the right to use any part of the Hall
 - c) Allow animals to enter the Hall
 - d) Allow wearers of footwear - likely to damage the floors - into the Hall.

Legal rules The Hirer must not allow: -

6. a) Admission or re-admission to any function in the Hall after 10.00pm
- b) Anything which may invalidate the insurance of the Hall, in particular, and by way of example:
 - i) obstruction of gangways and exits
 - ii) restrict access to fire appliances which must not be moved from their allocated locations
- c) Anything which may contravene the laws relating to Betting, Gaming and Lotteries.
- d) Intoxicating liquors to be sold to persons under the age of 18 years.

Availability of alcohol

7. The HIRER must not allow intoxicating liquors in any part of the Hall except through the licensed bar provided by Drayton Enterprises, on behalf of the Hall Management Committee.

Music volume

8. The Hall is equipped with an electronic high noise warning device (electronic orange) which must be switched on when music of any kind is used by the HIRER.

Attendance numbers at dances (main hall)

9. The HIRER must restrict the number of persons allowed to dance to less than **200**.

Stage access

10. The HIRER must restrict access to the stage - which is "out of bounds" unless its use has been requested on the Booking Form.

Cancellation

11. If cancellation occurs and the Hall is not re-let the HIRER will lose the booking deposit. If cancellation occurs within 14 days, the HIRER will be liable to pay the whole of the charges.

Hall Management Committee's rights

12. The Hall Management Committee reserves the right to:
 - a) Refuse any application to Hire
 - b) Cancel any regular hiring by giving 6 weeks notice to the HIRER
 - c) Revise the scale of charges at one month's notice
 - d) Charge an extra payment if the Hall is not left in reasonable condition.
13. The Hall Management Committee does not accept responsibility for any damage to, or losses from, any vehicle or its contents, any equipment or other devices in or about the premises of the Hall.

Payment

14. Cheques must be made out to 'DRAYTON HALL'.