

## Neath Town Council

### Terms and Conditions With Respect to Lettings of Halls

- 1) All applications for the hire of a hall must be made to the Town Council offices at 10/12 Orchard Street, Neath, SA11 1DU. Telephone no. (01639) 64 21 26.
- 2) The Hirer shall not use the letting for the public performance of any work of music or drama, or for the delivery of any address or lecture in which copyright exists, unless the permission of the copyright owner has been sought and obtained. The Hirer further agrees to indemnify the Council against all claims, actions and demands which the Council may have to meet as a result of any infringement of copyright whatsoever during the period of hire.
- 3) No hiring of a hall will be binding on the Council until the hire fee is paid in full and an official receipt obtained. A **non refundable** deposit must be paid at the time of booking.
- 4) Fourteen clear days notice must be given in writing to the Council of any postponement or cancellation otherwise the full fee is payable by the Hirer.
- 5) The full fee must be paid prior to the date of the letting otherwise the hall caretaker will be instructed not to open the hall.
- 6) The Hirer is responsible for the behaviour of his/her clients, guests, pupils etc. whilst they are present on Council property.
- 7) Any damage to a hall or other Council property is the responsibility of the Hirer and at its discretion the Council may ask for the payment of a refundable deposit to cover any possible damage arising from the use of a hall.
- 8) No intoxicating liquors are allowed to be brought into, sold or consumed on Council property.
- 9) The Hirer is responsible for the vacation of the Hall immediately after the termination of the period of hire.
- 10) The purpose of the hire shall be stated at the time of booking the hall.
- 11) The Council will not allow any activity in its halls which is considered to be inappropriate.
- 12) There shall be no sub-letting of the halls.
- 13) The Hirer must provide a suitable qualified and competent person to operate the Council sound systems or lighting systems. The Hirer will be responsible for any damage or loss arising from improper use.
- 14) The Council will not be responsible for any accident or injury to any person using the hall or for damage to, or the loss of any equipment which is not Council property, including clothing during the period of the hire.
- 15) The Council reserves the right to refuse any applicants the use of any of its properties.
- 16) Smoking is not allowed on any Council property.
- 17) All hirings are subject to cancellation should the hall or room be required by the Council or any of its committees or should the Council agree to a request from a community group to make a single booking.
- 18) The hirer must follow the directions of the caretaker at all times.
- 19) The hirer must not post any illegal advertisement regarding their use of Council property.
- 20) The Council reserve the right to cancel a hiring immediately in the event of any breach of the foregoing conditions and for any hire fee paid by the hirer to be retained by the Council.

### Fire and Safety Precautions

- 1) All exits and any gangways leading thereto must be kept clear of all obstructions at all times that members of the public are present.
- 2) The number of persons admitted to the property shall not exceed the maximum as specified to the hirer at the time of booking.
- 3) The caretaker will point out all fire exits and fire extinguishers (including the method of use) to the hirer and the hirer will be responsible for imparting this information to all other users of the property during the hiring. The hirer will sign the visitors book as acceptance of the conditions of hire and of the Health and Safety regulations.
- 4) The hirer must follow the directions of the caretaker at all times.
- 5) The Council reserve the right to cancel a hiring immediately in the event of any breach of the foregoing and for any hire fee paid by the hirer to be retained by the Council.