

CONDITIONS OF ROOM HIRE AT LEICESTER SECULAR HALL

1. All charges and method of payment must be agreed before the event.
2. The Hirer must be familiar with emergency procedures in the event of an incident or fire-alarm.
3. No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.
4. The Hirer is responsible for making the Hall secure at the close of the function.
5. No alcoholic drinks shall be supplied to guests except by prior agreement of the Society.
6. The Society accepts no liability for any loss or damage to any property arising out of the hiring nor for any loss or damage or injury which may be incurred by or be done or happen to any person or persons resorting to the Hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or natural event which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Society against any claim which may arise out of the hiring or which may be made by any person resorting to the Hall during the hiring in respect of any such loss, damage or injury.
7. The right of entry is reserved to the Society and its agents at any time during the hiring.
8. The Hirer shall be responsible for ensuring that good order is kept in the Hall during the hiring. The Society reserves the right to put a stop to any entertainment or meeting in the opinion of the Society is not properly conducted.
9. No nails, tacks, screws, pins adhesive pads or other like object shall be attached to the walls, partitions or panelling in any part of the Hall nor shall placards or other articles be affixed thereto by any means whatsoever.
10. The Hirer shall at the expiration of the period of the hiring remove all the Hirer's property and leave the Hall in a clean and orderly state. A charge will be made for cleaning up if this condition is not adhered to. The Society accepts no responsibility for any property left on the premises after the hiring but may dispose of it as it thinks fit and charge the hirer the cost of so doing.
11. Chairs, tables or other equipment provided by the Society for the use of the Hirer shall be returned to their original location in the same condition at the end of the hire. Loss or damage to any such equipment shall be the liability of the Hirer of the Hall to make good.
12. No flags, emblems or other decorations shall be displayed outside any part of the Hall without the previous consent of the Society.
13. The Hirer shall remove any flag, emblem or other decoration displayed inside the Hall if in the opinion of the Society it shall be unseemly or expose the Hall to undue fire risk or in the opinion of the Society it is likely to lead to disturbance or breach of the peace.
14. The safekeeping of any keys provided to the Hirer for access to the Hall shall be the Hirer's responsibility. The replacement costs of keys not returned promptly at the end of the hiring will be charged to the Hirer along with any consequential loss or expense, including the replacement of door locks resulting from the breach of security caused by the loss or failure to return keys promptly.
15. It is the responsibility of the Hirer to ensure that local authority and other regulatory requirements are observed in respect of the function planned, including licences, capacity, activity and the prevention of smoking.

NB: "The Society" shall be represented by any one of its appointed officers.

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