

KINGSLEY COMMUNITY CENTRE - CONDITIONS OF HIRE

1. All applications for the hire of the Centre must be via the Booking Secretary. The person by whom the application form is signed whether in paper form or online shall be considered the hirer. Where a promoting organisation is named on the application form that organisation also shall be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form.
2. Payment of the Hire Charge must be paid by the date indicated by the Booking Secretary on the Booking Form. Cheques should be made payable to KINGSLEY COMMUNITY ASSOCIATION (K.C.A.) or by BACS.
3. No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the Booking Secretary before commencement of the hiring. Copies of the licence must be displayed during any such performance. The hirer shall indemnify the owners of the hall against any infringement of copyright which may occur during the hiring.
4. No excisable liquor shall be sold, supplied or consumed other than that which is obtained from the K.C.A. bar unless otherwise agreed with the KCA Management.
5. All the conditions attached to the music and dancing licence for the hall shall be duly observed. A copy of such licence may be seen on application to the Booking Secretary and the hirer shall be deemed to have had notice of all such conditions.
6. No stage show shall be performed unless there is in existence a theatre licence for the hall duly obtained from the appropriate authority.
7. The hire of the hall does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the hall is hired unless prior agreement has been made with the Booking Secretary.
8. The hirer shall not sub-let the hall or any part thereof.
9. The hirer is responsible for all damage to the hall and adjacent premises and to any property in the hall and such adjacent premises occurring during the period of the hiring or while persons are entering or leaving the hall pursuant to the hire however and by whomsoever caused.
10. The Management Committee of the hall shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss, 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 of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Management Committee 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 or damage or injury.
11. The right of entry to the hall is reserved to any member of the Management Committee and any police officer at any time during the hiring.
12. The hirer shall be responsible that good order is kept in the hall during the hiring and the Management Committee may, if they think fit, charge the hirer for any extra expense they may incur for engaging police officers to preserve order prior to, during or after any entertainment or meeting in the hall.
13. The Management Committee of the hall reserve the right to put a stop to any entertainment or meeting not properly conducted.
14. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the hall nor shall any placards or other articles be fixed thereto.
15. The hirer shall at the expiration of the period of the hiring leave the hall in a clean and orderly

state.

16. Property of the hirer and the hirer's agents must be removed before 12 noon of the day next following the period of hiring. The Management Committee of the hall accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered to the property of the hirer for the purpose of this condition.
17. No flags, emblems or other decorations shall be displayed outside any part of the hall without the previous consent of the Booking Secretary.
18. The hirer shall remove any flag, emblem or other decoration displayed inside the hall if in the opinion of the Booking Secretary it shall be unseemly or expose the hall to an undue risk of fire, or is likely to lead to disturbance or a breach of the peace.
19. All scenery and costumes used for stage performances or the like must be fireproofed.
20. No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.
21. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Booking Secretary.
22. The seating and dancing capacity of the hall given in the schedule hereto is the maximum allowed by the local authority and the hirer undertakes that these limits will not be exceeded.

SCHEDULE

(Limitations on number of persons to be admitted to functions)

HALL DANCING	HALL SEATING	THEATRE SEATING
150	150	120
CLUB ROOM SEATING		
50		

23. Any amplified music must be at a level where normal conversation can be carried out in the room where the music is playing.