

ANN TOWNEND CHARITY

Charity number 1019142

ANN TOWNEND HALL

CONDITIONS OF HIRE.

1. THE HIRER will during the period of hire be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity including proper supervision of parking arrangements so as to avoid obstruction of the highway and access.
2. THE HIRER shall be responsible for the evacuation of the building in the event of a fire. Wheelchair users must evacuate the Hall via the front entrance. The HIRER should call the fire brigade quoting post code GL20 6DA and inform the Management Trustees of the incident. The assembly area for the Hall is adjacent to the post box and Village noticeboard.
3. Contact numbers are 01684-295352 - 01684 294325.
4. THE HIRER shall not sublet or use the premises for any unlawful purpose or in any unlawful way nor to do anything to bring onto the premises anything which may endanger the same, or any insurance policies, nor allow the consumption of alcohol thereon without written permission.
5. THE HIRER shall indemnify the Trustees for the cost of repair of damage done to any part of the property, including the surrounding ground, or contents of the building, which may occur during the period of hiring, as a result of the hiring.
6. AT THE END of the hiring the HIRER shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise, and any content temporarily removed from the usual position properly replaced, otherwise the Trustees shall be at liberty to make an Additional Charge.
7. IN THE EVENT of the Hall or any part thereof being rendered unfit for use for which it has been hired, the Trustees shall not be liable to the HIRER for any loss or damage.

SCHEDULE OF SPECIAL CONDITIONS.

1. THE HIRER shall sign a booking form to indicate they have read the condition of hire. The Booking Form will indicate when the Hall is available to the HIRER and the maximum number of people permitted as determined by the Fire Regulations. The Hall will only be let until midnight for any event.
2. Hire charges will be set by the Trustee annually.
3. The HIRER is responsible for the Hall from the time the key-safe code is used until the Hall is re-locked.
4. ACCESS to the Hall is only permitted for the times booked.
5. HEATING is controlled by a programmed boiler. Temperature is regulated by a radio-controlled thermostat in the main Hall. Fine adjustment of the heating may be made by altering the setting of the radiator thermostats. These are numbered 1-5 by rotating the knob. The basic setting is 5. On no account should the boiler be tampered with nor switched off.
6. THE TRUSTEES cannot accept liability for any loss or damage to property belonging the HIRER.

7. HIRERS must ensure no damage is done to the Hall. No Sellotape or drawing pins can be used to stick posters to walls of doors.
8. No activities should be undertaken that may damage the Hall i.e., ball games.
9. CROCKERY There are 60 settings of cups, saucers, small and large plates, 60 place setting of cutlery, some sugar bowls, milk jugs and tea pots. Tea towels are NOT provided, please bring you own.
10. THE FOLLOWING must be carried out when the Hall is left vacant.
 - a. Chairs should be stacked **in THREES** against the wall, **NOT** in front of the radiators.
 - b. Floors must be swept.
 - c. Kitchen and toilets left clean.
 - d. No food to be left in the kitchen or put in the wheely bins. Please take it with you.
 - e. All rubbish taken outside and left in the wheely bin.
 - f. Tea /coffee making boiler turned off.
 - g. If the cooker has been used, check all the controls are off.
 - h. All lights turned off.
 - i. Toilet doors are left OPEN. The kitchen door and the one from the corridor are left SHUT.
 - j. Curtains left OPEN.
 - k. The radiator thermostats re-set to 5.

Instructions i, j, and k are designed to maintain the Hall at 17 degrees.

11. Parking at Church End is limited. The Church car park may be used.
12. The TRUSTEES reserve the right to end any hire agreement if any of the above conditions are not met.

Re-written 4th June 2025.