

# Forest Range Hall - Conditions of Use

The use of the Forest Range Recreation Ground Association's (Association) premises is permitted by the Committee on the understanding that the following rules are adhered to.

If a Hirer contravenes the Conditions of Use, the Booking may be cancelled with no notice period and without refunding any fees paid. The person completing the booking, on behalf of their organisation, ("the Hirer") is personally responsible for ensuring that all terms and conditions of our Bookings policy are adhered to.

1. The Hirer is responsible for the protection of the premises from damage and for the good behaviour of all associated users.
2. The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
3. Furniture, including chairs, must not be removed from the premises for external use unless prior permission has been applied for and granted by the Booking Officer.
4. The Association accepts no responsibility for any loss of or damage to any property owned by any person using the premises during the period of the Booking. Property shall be brought on to the premises at the sole risk of the owner. No responsibility for safeguarding such items can be taken by the Association.
5. No alterations or additions to the facilities, electrical installations, heating or lighting settings at the premises may be made without previous consent in writing of the Booking Officer. Any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Booking Officer and shall be reinstated at the expense of the Hirer to the satisfaction of the Booking Officer.
6. The Hirer shall organise any necessary insurances to cover all foreseeable risks (eg Public Liability Insurance for running commercial activities).
7. The Hirer is responsible for ensuring that any necessary licenses or permits are obtained for any event held on the premises. No alcoholic drinks may be sold without an appropriate license.
8. The Hirer is responsible for informing the Booking Officer of any injury sustained by any person on the premises during the period of the hiring agreement. This information must be presented in writing to the Booking Officer within 24 hours of the event. Any further information required by the Booking Officer must be made available on request.
9. No person under the age of 16 years is permitted on the premises without adult care and supervision.
10. The hire of any premises does not entitle the Hirer to use or enter the premises at any time other than during the hours for which the premises are hired, unless prior arrangements have been made with the Bookings Officer.
11. All property of the Hirer and the Hirer's agents must be removed promptly upon the expiration of the period of hiring, or additional fees will be charged for each day or part of a day until the same is removed, except where prior permission from the Booking Officer has been obtained.
12. No smoking is allowed on the premises, including the grounds and car park areas, except with the agreement of the Booking Officer.

13. Hirers shall indemnify the Association against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in, or upon part of the premises, or arise from any accident, or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.
14. The Association shall not be liable for any loss due to any breakdown of machinery, failure of the supply of electricity, leakage of water, fire, government restriction, or Act of God, which may cause the premises to be temporarily closed.
15. The Booking Officer retains the right of access to all parts of the premises during the period of any Booking and the Hirer shall not obstruct or interfere with this right.
16. The Booking Officer may at any time cancel any permission granted to use the premises and will refund any fee paid but no further liability will be accepted.