

# THE LADY MARGARET HALL

## The Lady Margaret Hall – Terms and Conditions of Hire

### Bookings

- All applications must be made on the current booking form and all information requested must be provided. The booking is not confirmed until the booking manager has received the form and approved the event or function. There must be no variation to the information given on the form without the agreement of the booking manager before the event or function takes place.
- The Lady Margaret Hall (LMH) allows ½ hour on either side of the booking time free of charge for setting up and clearing away. If extra time is required then that time is chargeable. The hire of the Hall does not entitle the Hirer to enter or use the premises at any time other than the specific hours between which the hall is hired.
- Wedding hire charges include 1 day for the event plus ½ a day either side; from 12 noon prior to the event day and to 12 noon after the event. If extra time is required then that time is chargeable and should be booked in advance. The hire of the Hall does not entitle the Hirer to enter or use the premises at any time other than the specific hours between which the hall is hired.
- For Bookings under £1000 we require full payment of the booking. For bookings over £1000 we require a 50 % deposit. The balance of the hire charge is due at least 28 days before the date of the booking.
- The hirer agrees to pay £30 per hour for any over-running of the hire period or for excessive cleaning of the hall.
- Bookings made within 28 days of the date of hire are payable in full at the time of booking (and in cash if within 7 days).
- If the booking is cancelled within 28 days of the date of hire, the full fee immediately becomes due and payable unless LMH is able to re hire the Hall for the same period.
- Opening hours are from 8am to midnight, Monday to Sunday. Please be aware evening events should be drawn to a close by 11.30pm and the premises vacated by midnight.
- The maximum capacity of the hall is as follows:  
Seated: 120 persons  
All other events: 220 persons

### Responsibilities of Hirer

- The Hirer is the person who signs the booking form and must be 18 or over. The Hirer must be present at all times during the hire period. If the Hirer is not present at any time during the hire period, he/she will still be held responsible for any breach of these conditions by invited or uninvited persons. It is the responsibility of the hirer to effect whatsoever insurance he/she feels necessary to cover the hire period and activities.
- At the end of the booking period the Hirer must ensure that all attendees leave the Hall promptly and the Hall is left in a clean and orderly state. Litter and food remains must be bagged and removed before leaving. Tables and chairs should be returned to their original positions. Items may be left for collection the next day AT THE HIRER'S RISK, WITH PRIOR PERMISSION AND AT THE DISCRETION OF LMH.
- The Hirer is responsible for any damage to the hall, its contents or the external area during the hire period and while persons are entering or leaving the premises before, during or after the hire period, however and by whomsoever caused. All damage must be reported to LMH.
- If there is any damage to the building or contents of the hall, any excessive over-run of time or any excessive cleaning required, the Hirer will forfeit all or part of the security bond, at the discretion of LMH and additional charges may be made in serious circumstances



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- The Hirer will ensure that any noise resulting from activities before, during and after an event or function is kept at an acceptable level so that local residents are not inconvenienced or troubled.
- Fireworks are not permitted in the field or car park.
- Smoking is not permitted in any part of the building. There is a designated smoking area outside the building. Hirers are required to ensure that all attendees abide by the law and the Hirer also agrees to indemnify LMH for any charge levied in the event of any breach of the legislation.
- Children attending the event or function must be kept under supervision and control at all times. The car park is not a playground and must not be used as such.
- Suitable footwear must be worn in the Hall at all times. 'Heelies', roller skates and roller blades are forbidden at all times. Damage caused by their use is chargeable to the Hirer.
- Soft shoes with non-marking soles should be worn for sporting activities. Bare feet are permitted but LMH cannot be held responsible for foot infection or damage, unless caused by negligence on the part of the LMH.
- The Hirer shall be responsible for ensuring that copyright regulations are adhered to and that he/she, or the provider of music, has a current PRS or PPL licence as appropriate. The Hirer also agrees to indemnify LMH against any infringement of copyright which may occur during the hiring if LMH is subsequently held liable for the infringement.
- No bolts, nails, tacks, screws, bits, pins, Sellotape or other like objects shall be driven or fixed into any part of the Hall nor shall any placards or any other articles be fixed thereto without the previous written permission of LMH.
- No flags, emblems or any other decorations shall be displayed outside any part of the Hall without the previous written consent. The Hirer shall remove any flags, emblem or any decoration displayed inside the Hall if in the opinion of LMH it shall be unseemly or expose the Hall to any undue risk of fire or in the opinion of LMH is likely to lead to disturbance or a breach of the peace.
- The Hirer will not sub-let any part of the Hall.
- If alcohol is to be sold on the premises please note the hirer will need to acquire a TEN (temporary event notice) from Bassetlaw District Council. Guidance notes are available on request. A copy of the TEN must be sent to LMH in advance of the event and displayed at the side of the bar.
- The Hirer will not allow the maximum capacities given above to be exceeded.

## Safety

The Hirer is responsible for ensuring that all safety regulations are adhered to.

These are:

- Exits must be kept clear at all times; they must not be blocked by chairs, tables or other obstructions.
- Fire appliances must not be removed or tampered with.
- Smoke machines, candles, flares or fireworks are not permitted at any time in any part of the building or in the car park.
- All scenery and costumes brought in for performance activities must be fire-proofed.
- Electrical equipment used by entertainers (e.g discos) shall be fitted with residual current device protection (BS7671) and labelled accordingly.
- No additional lights or extension from the existing electric light fittings shall be used without the prior written consent of LMH.
- In the case of an emergency, the Hirer shall immediately inform LMH and call the emergency service as appropriate.

