



Terms and Conditions for the Hire of Edlesborough Memorial Hall

- I agree to pay the total booking fee for any cancellation made within seven days of the date of hire. If I cancel the booking between fourteen and twenty-eight days of the date of hire, I agree to pay a charge of 50% of the total booking fee.
- I agree to pay in full for any damage to the structure, furniture, equipment or decorations of Edlesborough Memorial Hall and grounds resulting from the hire of the Hall by me on the date shown on the Booking Form.
- I agree to place all rubbish and litter in the large green bin outside the hall and to leave the Hall and grounds in a clean and fit condition **to the satisfaction of the next user** & to the satisfaction of Edlesborough Parish Council (EPC), and that any labour used for any required cleaning of the Hall and grounds, or for the removal of rubbish on my behalf, will be charged to me at £25.00 per hour.
- I am aware that the Fire Regulations restrict the capacity of the Hall to a maximum of 80 people.
- I accept that, in the event of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired, EPC will not be liable for any resulting loss or damage whatsoever. (If the Hall is unusable, all Hiring Fees would, of course, be refunded in full).
- I accept that I am hiring the Hall as a non-smoking and non-vaping venue.
- I understand that alcoholic beverages may be consumed on the premises, and that should they be offered for sale I am responsible for obtaining such licences as may be needed and will supply a copy of the licence to the Manager 5 days prior to the event. Please apply here for a licence [Apply for a Temporary Event Notice \(TEN\) | Buckinghamshire Council](#)
- I accept that I am responsible for ensuring that everyone on the premises, at any time during the hire period, complies with all applicable legislation, including The Children Act 1989, The Protection of Children Act 1999 and The Care Standards Act 2000. (Details of these Acts can be read at or downloaded from www.opsi.gov.uk).
- If I am using the Hall for commercial purposes, I undertake to arrange my own Public Liability & Personal Accident Insurance. (Use by any non-profit making organisation or person shall not be regarded as use for commercial purposes).
- The hall does not have a television licence. If anyone watches, records or downloads television programmes (including BBC programmes on iPlayer) from any device that is plugged into, or being charged from, a socket in the premises (“unlicensed viewing”), Council is at risk of incurring a fine. You



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agree to ensure all persons attending your event are made aware of this and do not use their devices for unlicensed viewing. If Council incurs a fine as a result of any unlicensed viewing by you or anyone attending your event, you agree to reimburse the cost of the fine incurred by us.

- I have read, understood and agree to follow the **Helpful Notes for Hirers & Useful Information** – in particular those relating to Health & Safety.
- I confirm that I am over 18 years of age and that I am legally responsible for this Undertaking.