

TERMS AND CONDITIONS FOR THE HIRE OF EAST MORTON VILLAGE INSTITUTE

1. The hire of the hall must be booked by persons over 21 who must also be present throughout the occasion of the event.
2. The event must not be attended by more than 100 people.
3. No animals are permitted to enter the building without prior written consent.
4. The cost of replacing or repairing (to the condition as at the commencement of the hire) any damage to any part of the premises, facilities or equipment must be met by the hirer. THIS INCLUDES DAMAGE TO THE DECORATIONS - NO SELLOTAPE.
5. The Doris Beanlands meeting room is not included in the hire of the hall/annexe.
6. The hirer must comply with all the conditions of the Premises Licence issued by Bradford Council on the 23 day of December 2013.
7. All festivities, including the playing of music, must end at or before 11.30pm - The building must be vacated by 12pm apart from persons remaining to clear up or clean the premises. Please see 12 (f) below.
8. All fire regulations must be adhered to. The whole building is a "No Smoking" area. No heating equipment can be introduced into the premises.
9. The hirer must ensure that visitors' vehicles are parked safely with consideration to local properties. See 12 (f) below.
10. Where the hall is hired for professional purposes, group activity of similar, the hirer (or contacted professional person[s]) must have in place their own insurance cover.
11. The front door must be used by all visitors. The side door must only be used for initial access to the Institute and for any deliveries or wheelchair access. Once the event takes place the side door must remain closed other than for emergencies. This requirement is to ensure noise nuisance to local houses is kept to a minimum. See 12 (f) below.
12. We do not accept any form of liability for the use of bouncy castles or similar at the event. Liability insurance for the use of such items must be arranged by the event hirer or obtained from the supplier of such items.
13. We must be notified if you hold liability insurance and, if so, details provided to us when booking.
14. At the end of the hire the premises must be left in a clean and tidy condition. All waste material must be swept up, bagged and stored in the metal bin provided or taken away. Please do not leave any waste outside the premises other than in the bin. Additionally:
 - a) All lights must be switched off.
 - b) All taps must be turned off.
 - c) All doors must be locked and bolted.
 - d) All windows must be closed.
 - e) All chairs must be stacked to a maximum of four high facing inwards towards the wall with one row towards the stage (to comply with EU safety directives).
 - f) It is required that particular attention is paid to the avoidance of noise and nuisance to neighbouring premises, both during the event and on departure of attendees, organisers and cleaners. The Institute Committee reserves the right to withhold the £50 deposit if this condition is not strictly met.

CANCELLATION POLICY

Up to two months prior to the event: full refund of hire charge

Up to one month prior to the event: 50% refund of hire charge

Less than one month from the event: no refund of hire charge

(The security deposit is always fully refunded on cancellation)