

ROCHFORD PARISH ROOMS

Standard Conditions of Hire

If the Hirer is in any doubt as to the meaning of the following, the Clerk to the Council should be consulted immediately.

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of persons using the premises whatever their capacity.

THE HIRER to note that Car Parking on site is limited and therefore not guaranteed for all attendees.

2. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof.
3. THE HIRER shall indemnify the Council for the cost of repair of any damage done to any part of the property or the contents of the buildings during or as a result of the hiring.
4. IF THE HIRER wishes to cancel the booking before the date of the event and the Council is unable to effect a replacement booking, the Booking Free must be paid in full.
5. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises promptly * and in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Council shall be at liberty to make an additional charge.
6. THE HIRER shall be responsible for the disposal of refuse from the site.
7. The hired premises are available for a maximum of fifteen minutes before and fifteen minutes after the booked time. If it comes to the Council's knowledge that the hiring time has been exceeded by this margin, a further charge will be made accordingly.