



The Baxter Hall Conditions of Hire

The Baxter Hall is run by volunteers for the use of the local community and as such it is used by a diverse collection of groups and individuals. The Baxter Hall Trustees reserve the right to refuse a booking.

To ensure that all groups and individuals can benefit from using the hall, all hirers must abide by the following Conditions of Hire:

Hiring the Hall

1. The hall shall only be used for the purpose stated on the Booking Confirmation.
2. No person under the age of 18 shall hire the hall without parental backing and full responsibility.
3. Any person under 18 having a function must have an adult to child ratio of 1:10.
4. The Hall is unlicensed; therefore, alcohol cannot be sold on the premises.
5. The full amount of the hire charge is payable in advance and within 14 days of receiving the booking confirmation to Alison Bates, the Booking Clerk 01455 213779 Email: bookings@thebaxterhall.com
 - a. Please note the BHMC reserves the right to cancel a booking if payment is not received within 14 days and another request/payment is received.
6. Access information will be provided after the receipt of a returnable security deposit of £100 is deposited with the Booking Clerk. **(Not applicable to regular users)**. This can be cash or via BACS
7. Security deposits will be refunded in full providing rubbish is removed and the hall is left in the same condition as found.
 - a. In the event of any breakages and/or damage to the Hall or its equipment, appropriate deductions may be made from the security deposit to cover the cost of replacement/repair.
8. The Baxter Hall has its own public liability insurance which provides indemnity should a claim arise and the management committee be found negligent.
 - a. However, this does not cover claims against hirers of the hall who should consider whether they need to take out their own insurance.
9. The Baxter Hall does not take responsibility and carries no insurance for the personal possessions of groups or individuals using the hall.
 - a. This includes any equipment stored at the hall.

Using the Hall

10. Due to current COVID guidance a period of 30 minutes either side of your booking is provided free of charge for set up and clearing away purposes.
11. The hall is in regular use so to ensure you do not interrupt or disrupt other hall users we ask that you only access the hall during the times stated on your booking confirmation.

12. The hirer should familiarise themselves with the “Baxter Hall Standard Risk Assessment” and are advised to assess their own risks.
13. The hirer should ensure that they know where the fire exits are located and ensure that they are not blocked.
14. Whilst using the hall, the main entrance door to the building **must** be kept unlocked to comply with fire regulations.
15. The maximum occupancy for the main hall is 45. These numbers must not be exceeded.
16. On completion of hire, the hirer must:
 - a. Ensure all doors are locked and the lights turned off.
 - b. Ensure the heating is returned to the correct setting as per the instructions located on the inside of the boiler cupboard door. The boiler is in the gents toilets.
 - c. The floor is swept, ensuring all spillages are cleaned up (with water only), it is left clear of debris and dry, so as not to cause a hazard to the next user.
 - d. All rubbish must be removed from the premises.
17. Any problems occurring during the hire are to be reported immediately to the Booking Clerk.
18. Smoking is not permitted anywhere in the building.

Cancellation Fee

19. In the event of cancellation, the BHMC will apply the following refund policy:

| Amount of Notice Given | Amount of Refund |
|---|-------------------------|
| More than 1 calendar month’s notice | 100% of Hire Charge |
| Between 1 calendar month and 2 weeks’ notice. | 50% of Hire Charge |
| Less than 2 weeks’ notice. | No refund applicable |

20. In the event that the BHMC has to cancel your booking you will receive a full refund of any hire charge paid.

The BHMC hopes your event is successful and thanks you for using the Baxter Hall.

Any queries please contact the Booking Clerk – Sarah Beale bookings@thebaxterhall.com or ring 07894051076