

# Woodmead Halls, Lyme Regis

Registered Charity Number 288969

## CONDITIONS OF HIRE

1. Halls may be booked either singly or together. Kitchen facilities are available for self-catering. A charge is made for this service (see hire charges).
2. Kitchen equipment must be left clean and tidy after use and returned to the correct storage cupboard.
3. A fully licensed bar is available - times to be agreed with the licensee. Under the terms of the license **ALCOHOL MAY NOT, UNDER ANY CIRCUMSTANCES, be brought into the Halls for consumption on the premises.**
4. PLEASE NOTE - it is very important that enough time is allowed on the booking form for setting up and clearing away after the event ie in the case of disco's, etc for the stage to be cleared. The hirer **MUST** be in attendance throughout the period of hire.
5. Hirer to ensure that on vacating the premises all refuse is removed.
6. The Halls are strictly a no smoking area.
7. Payment for one-off events must be paid IN FULL, with the return of the booking form. This is not refundable if booking is cancelled less than three weeks before the event. If the payment is not received three weeks before the event, the booking is invalid.
8. The Management Committee reserve the right of entry to all parts of the Halls, at all times, for their duly authorized officers.
9. The Halls and kitchen are to be left in a clean and tidy condition with chairs and tables, etc returned to storage points.
10. The names and addresses of two people who will be responsible for the preservation of order and general control of the event, to be shown on the booking form, with the appointed persons required to be on the premises throughout the duration of the event.
11. The Hirer must note that the Halls are in a residential area and noise levels must be kept to a reasonable level eg Disco's max 100 decibels.
12. The Woodmead Halls shall not be responsible for any loss, damage or injury caused to any person or persons arising from any items of equipment introduced or brought into the halls by the Hirer.
13. All exit doors from the premises, and the forecourt, shall remain unobstructed throughout the period of hire. Emergency exits must not be used by the public as normal means of exit/entry.
14. Parking in the car park to be in accordance with the regulations in force at the time.
15. No adhesive tape, bolts, nails, tacks, screws, etc shall be driven in, or attached to, any part of the premises nor shall any placards or other articles be fixed thereto unless by prior agreement.

16. The Halls have a keyboard, a PA system, a full stage lighting system, in the main hall together with a drop down screen for projection use. If the lighting system or stage lights are required, this is to be discussed with the Management (as a charge of £20 may be made).
17. The Woodmead Halls Management Committee shall not be responsible for any loss or damage to any equipment or damage done by this equipment in any way. It is the responsibility of the Hirer to provide their own insurance to cover both public liability and any damage caused to the Halls, or the equipment brought into the Halls for the event being held.
18. Electrical equipment brought to the Halls must have a Portable Appliance Test mark and Hirers may be asked to produce this.
19. No cooking or heating appliances, fireworks or smoke making machines to be used in the Halls.
20. Any function which has become unruly, in the opinion of the Management Committee, may be closed without warning.
21. IMPORTANT - If any of the above conditions are not met (eg chairs, tables not returned to the storage area; the halls or kitchen are not left clean and tidy) a charge will be made for the necessary work to be carried out.
22. IMPORTANT - The Halls are a community facility and as such are needed on occasions for public meetings, etc. The Management Committee therefore reserves the right to cancel bookings, or move bookings between halls when this is essential. This will be done as little as possible and with due consideration to all users.

### **General Information**

#### Approximate size of rooms:

Main Hall:	(Excluding Stage) 8.8 metres x 17 metres
Small Hall:	8 metres x 5 metres
Stage:	Front - 6.5 metres x depth 5.4 metres
Dressing Rooms (3):	4 metres x 3 metres
Licensed capacity:	Main Hall: all events - 250 people Small Hall: all events - 75 people
Seating capacity:	Main Hall: 250 (conference style) Small Hall: 50 (conference style)

#### Kitchen:

Crockery - sufficient for 130 place settings available

4 ovens, 1 hot cupboard, 1 fridge, 1 freezer, 2 microwaves, 1 dishwasher and 1 water boiler

**I hereby confirm that I have read the conditions laid down by the Management Committee and agree to abide by them.**

Signed: \_\_\_\_\_ (Organiser) Date: \_\_\_\_\_

1<sup>st</sup> Supervisor: \_\_\_\_\_ 2<sup>nd</sup> Supervisor: \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS INFORMATION FOR FUTURE REFERENCE**