

BEDERN HALL – CONDITIONS OF HIRE

Introduction. Bedern Hall is a Listed Building. The aim of the Bedern Hall Company is to ensure that the building is preserved for the benefit of the generations to come. In order to achieve this aim we have to impose a small number of restrictions on its use.

Fire & Safety. The Hall is fitted with a manually operated fire alarm system which is activate by a 'Break Glass' panel. Public safety is of paramount importance and your assistance, as the hirer responsible for the event, would be appreciated. Should the alarm be activated then the Hall is to be evacuated immediately and guests must leave the Hall by the nearest exit walking calmly and slowly. It is vital that any disabled or elderly people are assisted so that exits do not become obstructed or blocked. The emergency exits are clearly marked and are situated as follows:

Committee Room	Main entrance via the lobby
The Hall	Main entrance Side door

On your arrival you are asked to spend a few moments to locate exits. In the interests of safety you are asked to arrange for two or three of your fellow guests to do the same so that they can assist in the unlikely event of an emergency.

The assembly point on evacuation is: Outside the courtyard railings in Bartlegarth.

Booking. We need to know details of the event/function you wish to hold. Your booking will be held provisionally upon receipt of the deposit and completed booking form and until all details relating to your enquiry have been considered.

Catering. All catering arrangements must be made through resident caterers, 'Time & Place'.

Smoking is not permitted within the building

Parking. There are no parking facilities whatsoever at the Hall. Your attention is drawn to the enclosed map which details nearby car parks. This should be brought to the attention of all the members of your party.

Time of events. Evening events must be finished by 10.30pm and the Hall cleared by 11.00pm

Music is permitted at the Hall. By prior consultation with ourselves, it is possible to have *unamplified* music such as a string quartet. There are noise levels which must not be exceeded. If musicians arrive at the Hall with amplification we will not allow them to perform. We will not permit music beyond 10.30pm.

Noise. The Hall is in a residential area and we enjoy good relations with our neighbours. You and your guests are asked to make every effort not to disturb the area, particularly when leaving the Hall.

The Terrace at the rear of the Hall is available to hirers subject to our permission and control. **The Garden** at the rear of the Hall is private and access to it is prohibited.

Confetti. Confetti or similar substances are not allowed in the Hall or its grounds. Please ensure that your guests are aware of this restriction. Helium balloons and 'party poppers' are also not allowed in the Hall.

Damage to the Hall. The Hirer is to take good care of and not cause any damage to the Hall or its contents. The Hirer will be expected to make good and pay for any damage or any excessive cleaning caused by any act of the Hirer or anyone for whom the Hirer is responsible or has permitted to enter the Hall

Injury to persons and loss of property. Neither Bedern Hall Company nor Time and Place Catering will be liable for:

- a) The death of or injury to any person attending the Hall for the function or event the subject of the hiring
- b) Damage to or loss of any goods, articles or property of any kind brought into or left at the Hall either by the Hirer for his/her own purposes or by any other person.

Cancellation. Once your booking is confirmed, we reserve the Hall for your event and may refuse other bookings. If you cancel your booking less than 60 days before it is due to take place, your deposit will be retained.

Declaration. By signing the declaration on the booking form, you signify that you have read, understood and accepted these conditions and that you, and your group, will be bound by them.

1st September 2006