

**CORONATION HALL
26 CROMER ROAD, MUNDESLEY. NORFOLK NR11 8BE**

CONDITIONS OF HIRE

For the purposes of this document the Coronation Hall shall be called The Premises and shall include the buildings, the surrounding grounds and the cliff car-park.

1. **THE PREMISES** are available for hire between the hours of 0900 and 2355.
2. **THE HIRER** shall, during the period of hire, be responsible for:
 - a) the supervision of The Premises
 - b) the fabric and contents thereof
 - c) their care and safety from damage of any sort
 - d) the behaviour of all persons using The Premises whatever their capacity
 - e) proper supervision of car-parking arrangements so as to avoid obstruction of the main entrance, the Church car-park and the highway.
3. **THE HIRER** shall not use The Premises for any purpose other than that described in the Application for Hire and shall not sub-let or allow The Premises to be used for any unlawful purpose nor do anything which may endanger The Premises or jeopardise any insurance policy relating thereto.
4. **ALCOHOL.** If it is intended to sell alcohol on The Premises it is essential that an application be made to the North Norfolk District Council for the necessary licence (Temporary Event Notice). *The Coronation Hall Bookings Manager must be informed when such licence has been granted.*
THE HIRER is responsible for the cost of such a licence.
5. **THE HIRER** shall comply with all conditions and regulations made in respect of The Premises by the Fire Authority, The North Norfolk District Council or otherwise, particularly in connection with any event which includes dancing, music or other similar entertainment or stage plays.
6. **OUTBREAK OF FIRE.** The Fire Brigade shall be called to any outbreak of fire, however slight, and the details thereof shall be given to the Secretary of the Management Committee of the Coronation Hall.
7. **EMERGENCY LIGHTING.** The Emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time that The Premises are occupied.
8. **HEATING.** No unauthorised heating appliances shall be used on The Premises.
At no time must the guards be removed from the heaters or the heaters tampered with.
9. **THE HIRER** shall indemnify the Coronation Hall for the cost of repair or replacement of an article damaged or for any other damage caused during the hire of The Premises.
10. **THE HIRER** shall not fit items by any means to the fabric of The Premises without prior permission.
11. **THE HIRER** shall ensure that noise levels do not cause disturbance to neighbouring properties.
12. **SMOKING IS NOT ALLOWED** in the buildings of The Premises.
THE HIRER is responsible for ensuring this clause is adhered to.

AT THE END OF THE PERIOD OF HIRE:

13. **THE HIRER** shall be responsible for:
 - a) leaving The Premises in a clean and tidy condition
 - b) replacing correctly any items temporarily removed from their usual positions or an additional charge may be levied
 - c) ensuring that chairs are stacked not more than twelve high
 - d) the removal of any equipment brought into The Premises and the removal of any items left unsold following a sale
 - e) ensuring ALL LIGHTS ARE OFF
 - f) ensuring all WINDOWS ARE CLOSED AND ALL EXTERNAL DOORS PROPERLY LOCKED AND SECURED.