

HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ

Telephone: 01730 266874

Email: manager@hernefarmlimited.co.uk

Website: www.hernefarmlimited.co.uk

Main Hall Rules

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- 1) All Applications to Hire the Main Hall must be in writing, these forms can be obtained from the Centre Manager and must be completed and signed by you (the Hirer) and returned to the Centre Manager.

The person who signs the application form is considered to be the Hirer. Where an Organisation is named, then that Organisation shall also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.

- 2) All Fees/Charges must be paid once the Invoice has been received and no Hire is considered booked until payment has been made to Herne Farm Limited.

The Charges and Hiring Policy will be reviewed annually on the 1st January.

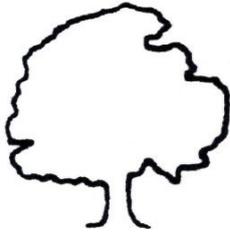
- 3) The Main Hall Hire allows you to access and use the following areas:-

- a) Foyer/Lobby.
 - b) Toilets (Opening off the Foyer/Lobby).
 - c) The Hall and Food Preparation Area.
 - d) Car Park (up to 25 cars).
 - e) * With Permission the Outside Garden Area.
 - f) * With Permission the HiFi Sound System.
 - g) * With Permission the Over Head Projector.
 - h) * With Permission the Air Conditioning.
 - i) ** Bar Facilities at an extra charge with trained bar staff.
- (*) Permission is required from the Centre Manager before use.
(**) There is an extra charge for the use of the Bar Facilities.

- 4) Areas of the Leisure Centre **Excluded** from the Hire are:-

- a) Multi-purpose Landing Area.
- b) Swimming Pool.
- c) Changing Rooms.
- d) Both Squash Courts.

The Hall Hirer is responsible in ensuring that no person or persons enters any part of the Hire premises Excluded from the Hire agreement.



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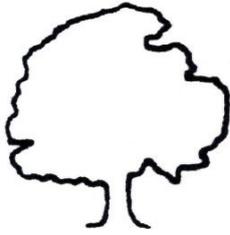
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- 5) The **Hall Hirer** is responsible for the following:-
- Checking with the Centre Manager that any copyright music that will be used at the function/hire is covered under the Herne Farm Leisure Centre Entertainments Licence.
 - If the Herne Farm Entertainment Licence does not cover the requirements then the Hirer is then responsible for obtaining the correct Licence for the Hire.
Failure to obtain the correct Licences may result in the Hire being cancelled and all fees paid being forfeited to Herne Farm Limited.
 - All conditions attached to the Entertainment Licence for the Hired premises shall be duly observed. Therefore the Hirer shall be considered to be the Licensee during the period of Hire.
 - Indemnifying Herne Farm Limited against any infringement of copyright or breach of the terms and conditions of the Entertainments Licence which may occur during the period of Hire.
- 6) The **Hall Hirer** is responsible for the following at the Hired premises:-
- All damage to any other part of the Herne Farm Limited premises that are specifically **excluded** from the agreement occurring during the period of Hire
 - All damage while person(s) are entering or leaving the Main Hall while attending the Hire.
 - That good order is kept at the Hired premises during the Hiring.
 - Herne Farm Limited may if they think fit charge the Hirer for any extra expense they may incur for engaging any persons to preserve good order prior to, during or after any entertainment or meeting in the Hired premises.
 - At the expiration of the period of the Hire leave the Main Hall in a clean and orderly state.
 - The Hirer shall remove any flag, emblem or other decoration displayed inside the Hired premises if in the opinion of the Centre Manager it shall be unseemly or expose the Main Hall to an undue risk of fire or, in the opinion of Herne Farm Limited is likely to lead to disturbance or a breach of the peace.
- 7) The **Hall Hirer** is responsible for the safety of visitors at the Hired premises:-
- Make sure that **ALL** guests are made aware of the fire exits in the Main Hall before your function/meeting commences.
 - That No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.



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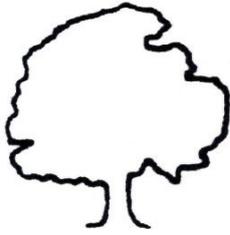
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- 8) The **Hall Hirer** is **NOT** entitled to any of the following:-
- To use or enter the premises at any other time than the specific hours for which the premises are hired.
 - To store any equipment or property at the premises unless prior arrangements have been made with the Centre Manager.
(Such arrangements will be subject to a separate agreement between Herne Farm Limited and the Hirer), and there may be an additional charge for this service.
 - To Sub-Let the Main Hall or any part thereof.
 - No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Hired premises nor shall any placards or other articles be fixed thereto.
- 9) The **Hall Hirer** requires **Written Consent** from the **Centre Manager** before:-
- Any flags, emblems or other decorations to be displayed outside any part of the Hired premises.
 - Any advertising of any engagement/function at the Hired premises.
 - Any additional lights or extension from the existing electric light fittings at the Hired premises.
- 10) **Herne Farm Limited** shall **NOT** be responsible for any of the following during the Hire:-
- For any loss or damage to any property arising out of the Hire.
 - For any loss, damage or injury which maybe incurred by or be done or happen to any person or persons resorting to the Hire premises.
 - For any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction.
 - Any act of God which may cause the Hired premises to be temporarily closed or the Hiring to be interrupted or cancelled.
 - The Hirer shall indemnify Herne Farm Limited against any claim which may arise out of the hiring or which may be made by any person resorting to the Hired premises during the hiring in respect of any such loss, damage, or injury.
- 11) **Herne Farm Limited** reserves the following rights during the Hiring:-
- Right of entry to the Main Hall to the Centre Manager and any other agent of Herne Farm Limited.
 - Right of entry to any Police Officer at any time during the Hiring.
 - The right to put a stop to any entertainment or meeting not properly conducted.



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- 12) **Herne Farm Limited** may cancel any engagement upon giving notice in writing to the Hirer.
- 13) If the **Hall Hirer** requires to cancel the Hiring then the following applies:-
- If cancelled within 28 days of the Hire date then the Hirer will forfeit 100% of the fee paid to Herne Farm Limited.
 - If cancelled more than 28 days of the Hire date then a full refund less 20% admin charge will be re-paid by Herne Farm Limited.
 - New Hires** made within 28 days of the Hire date and then cancelled are subject to a 20% admin charge, then Herne Farm Limited may at their discretion repay to the Hirer an amount not exceeding 50% of the total fee paid in respect of the cancelled Hire.
- 14) **Property of the Hirer:-**
- Must be removed by the end of the period of each Hire.
 - Any property NOT removed, then an extra fee will be charged.
 - The fees will be charged for each day or part day until it is removed.
 - Herne Farm Limited accepts no responsibility for any property left on the premises after the Hiring, even if agreement has been reached for such property to be so left.
 - All property brought onto the premises for sale or any other occasion during the Hire is deemed to be the responsibility of the Hirer and should be removed by the Hirer at the end of the Hire.
- 15) Except with consent in writing of the Centre Manager the **Hall Hirer** shall:-
- Not cause or suffer any animal in his charge or in the charge of any person or persons reporting to the Hired premises during the Hiring to enter or remain in the premises or those parts of the premises specifically excluded by this agreement.
 - Written permission from the Centre Manager is required to bring an animal(s) onto the Hire premises (this includes guide dogs etc.).
- 16) **Herne Farm Limited accepts No Liability for any damage to vehicle(s) or theft of items from any vehicle(s) using the Herne Farm Centres car park.**

HERNE FARM LIMITED.