

TUCKTON SOCIAL CLUB LTD

Terms and Conditions for Use of Hall

1. The User is responsible for the part of the premises used, including the fabric and contents, during the period of use. Stiletto heels are not permitted in the Hall and no tape may be used on the floor or walls. The User is responsible for the cost of repair or replacement due to damage of the premises or contents. All breakages or damage must be reported to the Bookings Officer, by email within 24 hours.

Use Email address **TucktonSC@Outlook.com** With Subject Line **TSC Bookings**

2. The User shall not sublet the premises. No entrance fee may be charged to any person other than a member of a club or organisation run by the User.
3. Please do not use rooms or facilities other than those you have booked.
4. The premises must not be used for any unlawful purpose or in any unlawful way. No illegal items may be brought into any part of the building.
5. The User shall not use the premises for any trade purpose, including but not limited to jumble or bring & buy sales, fetes or fairs, unless prior written consent is obtained from the Club.
6. Please leave the Hall, toilets and kitchen in a clean and tidy condition, ensuring that any equipment used is put away.
7. Please take all refuse away with you.
8. If you use the tables they must be covered for any art, craft or food activities. After use please clean and stack the tables as they were found. Please also clean and replace all chairs. Tuckton Social Club reserve the right to charge an additional fee if additional cleaning is required.
9. Please ensure all lights, taps and heating are turned off before leaving. The thermostat for the heating is on the left as you enter the building. Tuckton Social Club reserve the right to charge an additional fee of £15.00 if any lights, taps or heaters are left on.
10. Please check that all windows are closed and all doors are securely locked. The User shall be responsible for the cost of any loss or damage arising from improper securing of the premises.
11. Please note that smoking is not permitted anywhere within the building.
12. No alcohol may be sold on the premises.
13. If any copyright material is to be used you are responsible for obtaining the relevant licences.
14. Any electrical equipment used should have a current 'certificate of safety'.
15. We recommend that the User has a mobile phone; we do not have a telephone in the hall.
16. Tuckton Social Club cannot accept any liability for any property belonging to the User.
17. If you wish to cancel your booking, please contact the Bookings Officer, by email. Any cancellations within 7 days of the booked event will be charged at the full rate.
18. In the event of the premises, or any part, being unfit for the purpose of Use, Tuckton Social Club will not be liable to the User for any loss or damage incurred. Any payment made will be refunded in full.
19. In the event of occasional or on-off bookings, unless otherwise agreed, the total charge for use shall be paid at least 7 days before the period of use.

In addition to the above conditions the following requirements are legal obligations.

The User must:

Be aware of all emergency exits and ensure they are not blocked at all times. Fire doors cannot be used as entrances or exits except in the case of fire. The switches for the emergency lighting should be left on at all times.

Be aware of the location of all fire extinguishers.

Know the location of the first aid kit and book (in the kitchen), record all accidents in the book and inform Membership Secretary by email within 24 hours of any accidents or items used from the first aid kit. Use Email address **TucktonSC@Outlook.com** With Subject Line **TSC Membership**

Have a person who is nominated to be responsible for the emergency evacuation should the need arise.

Be aware of who is on the premises (in your group) at all times.

Be aware that they are responsible for controlling noise levels & unruly behaviour in and around the hall.