

## **Completion of a booking implies acceptance of our T's & C's**

The hirer will make every effort to ensure that the Priory Hall is left in a clean and tidy condition\* and to the satisfaction of the Committee following the booked event. The Committee reserve the right to add additional charges to the cost of the hall hire if extra cleaning, repairs or replacement of any damaged fixtures or fittings are required as a consequence of misuse/negligence on the part of the hirer.

Whilst we welcome a wide range of activities, when there is an event booked involving music and noise that will be evident in the Bull Ring and maybe further afield (e.g. a wedding, musical event or party) we require users to identify this in the booking process so that we can advise local residents who are usually understanding. Additionally, during COVID, doors have been required to be open to allow for adequate ventilation and consequently the impact of any noise has been more pronounced, although this is no longer a requirement, we do ask all hirers to be sensitive to those living near the hall and, as part of the booking process, consider whether the activity you plan to undertake is suitable for the venue and its residential surroundings if adequate controls cannot be put in place.

And where it applies ...

**Safeguarding children, young people, and adults at risk** (only applies to clubs and activities but not to private parties)

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Please see hall noticeboards and our website for latest information regarding any COVID requirements.

Thank you for your understanding.

Priory Hall Management Committee.

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'Clean and tidy' requires floors to be swept, rubbish to be placed as requested, all surfaces including tables to be wiped down and left as you would wish to find them. Cleaning materials are available in the utility kitchen and white cupboard in the corridor beyond the small hall.