

Maximum number allowed at functions

Standing: 140

Seating: 75

BONVILSTON READING ROOM



With disabled access/toilets and off road parking

FOR BOOKINGS AND HIRE RATES CONTACT

**OLD VILLAGE SHOP
BONVILSTON
CF5 6TR
01446 781012**

Terms & Conditions of Hire

Bonvilston Reading Room Jan 2015

Registered Charity No. 502415

1. THE HIRER shall pay the total cost of the hire at the time of booking. Such hire fee shall only be refundable in the event of the Reading Room cancelling the booking in accordance with General Rule 4c.

2. THE HIRER shall advise the Booking Agent if for any reason he or she wishes to cancel the booking. The Reading Room Committee may at its discretion agree to refund part or all of the Hire Fee.

3. THE HIRER shall ensure that the General Rules governing the use of the Reading Room are complied with. The General Rules are posting on the notice board of the Reading Room. A copy can be made available on request.

4. THE HIRER shall on making the booking, inform the booking agent of any requirement to use the kitchen facilities and shall be responsible for any extra charges thereby incurred.

5. THE HIRER shall, during the period of hiring, be responsible for supervising the premises, protection of the fabric of the building and its contents, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.

6. THE HIRER shall be responsible for obtaining any necessary licences in connection with the booking, other than those already held by the Reading Room Committee. For any event for which a Public Entertainment Licence is required, the HIRER shall nominate two or more adult persons (in accordance with the relevant provisions of General Rule 8.) to be responsible for all safety arrangements for the duration of the entertainment and those persons shall familiarise themselves with the action to be taken on discovering a fire, including the location and use of fire-fighting equipment, and the location of exits and escape routes from the premises.

7. THE HIRER shall be responsible for insuring against any third party claims which may lie against him/her, or his/her organisation, whilst using the Reading Room. (The Reading Room Committee is insured against any claims arising out of its own negligence.)

8. THE HIRER shall be responsible for the observance of all regulations appertaining to premises stipulated by the Licensing Justices, the Fire Authority in accordance with General Rule 6, the Vale of Glamorgan Council or any other relevant person, authority or organisation.

9. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything to bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

10. THE HIRER shall indemnify the Reading Room Committee for the cost of repair of any damage done to any part of the premises, including the boundary thereof or the contents of the Reading Room during or as a result of the booking.

12. THE HIRER shall, if selling goods at the Reading Room, comply with the Fair Trading Laws and any local code of practice issued in connection with such sales. In particular the HIRER shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers name and address, and that any discounts offered are based only on the Manufacturers Recommended Retail Prices.

13. THE HIRER shall be entitled to a full and immediate refund of any Bond paid where the HIRER has complied with the Conditions of Hire and the General Rules governing the use of the Reading Room.

14. THE HIRER shall be responsible for leaving the Reading Room in a clean and tidy condition and for the removal of all rubbish. Failure to do so will result in an additional charge of £25.

15. THE HIRER shall ensure that the Reading Room is FULLY VACATED by the time stipulated on the hire form. Should the premises not be vacated on time the Reading Room Committee reserves the right to make an additional charge.

See also General Rules on Reading Room Notice Board