

General Conditions of Hire

1. The Council may cancel bookings at any time without payment of compensation. All charges will then be refunded.
2. The full hire charge is to be paid at least two calendar months before the date of hire, unless otherwise agreed in writing with the Director of Law, HR and Asset Management or his/her representatives. Cancellation by the hirer will be subject to a retention fee of 20% of the hire charge to cover the Council's expenses. If the hiring is cancelled within seven days of the event, the full hire charge then becomes liable.
3. Hirers must comply with all instructions given or requirements made by the Council's representatives in connection with the hiring and are responsible in the event of an emergency evacuation for accounting to the Fire Brigade, etc, for all persons attending their function. Hirers should contact the Building attendants prior to the start of the function to familiarise themselves with evacuation procedures and to identify the location of fire exits.
4. Hirers are responsible for complying with all legal requirements relating to the hiring and the building.
5. The hirer shall not exhibit or permit to be exhibited any advertisements or notices anywhere in connection with the event for which the premises have been hired except in accordance with the Town and Country Planning Act (Control of Advertisements) Regulations 1992, further details of which may be obtained from the Director of Regeneration, Housing and Planning, Town Hall, Wallasey, Wirral, CH44 8ED. Please note that if any person displays an advertisement in contravention of the afore mentioned regulations he/she shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.
6. Under no circumstances must inflatable bouncing devices be used in the Wallasey Civic Hall unless prior permission has been given by the Director of Law, HR and Asset Management.
7. The Council does not accept any responsibility for any loss or damage suffered by hirers unless caused through the negligence of the Council or its officers or staff. Hirers are responsible for all their property whilst in the building and for its removal following the letting.
8. The hirer is responsible for good order and conduct throughout the letting and shall ensure nothing occurs on the premises which would constitute a public nuisance.
9. Any damage caused to the premises or its contents used in connection with the hiring shall be paid for by the hirer.
10. The hirer shall leave the premises in a clean condition to the complete satisfaction of the Director of Law, HR and Asset Management and any expenses incurred by the Council in putting the premises in a clean condition following the letting shall be recoverable from the hirer.
11. Hirers must not sub-let or transfer hiring and the premises must be used only for the purposes indicated at the time of booking.
12. The maximum accommodation numbers indicated to the hirer must not be exceeded. The Director of Law, HR and Asset Management or his/her representative has full authority to exclude any person in excess of that number. (To comply with Fire Regulations this clause will be strictly enforced.)
13. The hirer shall, when required to do so by the Director of Law, HR and Asset Management or his/her representative, appoint an agreed number of responsible adult stewards.
14. The hirer must ensure that the premises are vacated at the hour agreed or at any time during the period of hire if required in the interests of public safety. The premises must be vacated on Saturdays not later than 11:45pm.
15. No licensing and catering arrangements can be made except as agreed with and directed by the Director of Law, HR and Asset Management.
16. It is an express condition of this agreement that it is the responsibility of the persons hiring or otherwise using the premises with consent to ensure that there is no infringement of any copyright whatsoever connected with the said use. Further it shall be the responsibility of the person or persons using or hiring the premises to ensure that any appropriate licences or permits are obtained in the proper manner. This applies to Performing Rights Society (i.e. Live Music) and the Phonographic Performance Limited (i.e. Recorded Music).
17. If the hirer fails to comply with any condition the Director of Law, HR and Asset Management or his/her representative may take any action that is thought necessary in connection with the hire.