

CONDITIONS OF MOOTHALL HIRE

1. A written application will be made and sanctioned by the responsible officer before a letting can take place.
2. The hirer must pay the appropriate charge on demand, ahead of use, as fixed from time to time by The Historic Hexham Trust.
3. The hirer will adhere strictly to the time and dates stated. Access outside these times and dates must be notified and approved before being allowed. Any breach will incur an extra charge.
4. The hirer will have due regard to the Fire Regulations. The whole of the Moothall, including the external staircase, is a **No Smoking area**. No more than 80 people will be allowed into the Lockhart Room at any one time. If 50 or more people are present, the front door is to be padlocked in an open position as demonstrated when key is collected.
5. The hirer will have due regard to Health and Safety Regulations. No items are to be left where they may endanger the health and safety of other users. The Historic Hexham Trust takes no responsibility for any items left in the Moothall by hirers.
6. The hirer will be responsible for the security of the building whilst in use. A key to open and shut the main door will be supplied to a named, nominated key holder.
7. The hirer will be responsible for all damage and loss and must leave the facility in a reasonable condition after use. All necessary equipment must be positioned by the hirer and returned to its original storage space after use. In some cases a deposit will be required, which will be returned provided the building is left in a satisfactory condition after the hire.
8. Footwear, e.g. stiletto heels, and objects likely to damage the floor are not allowed in the Lockhart Room.
9. With any musical events, or those involving noise of any kind, the hirer will have due regard to the residents of the area. In this respect, no nuisance will be caused.
10. The Historic Hexham Trust does not accept liability for any accident or nuisance or damage to person, or property, or any public liability, incurred during the preparation for any event, or during the event. The applicant must obtain adequate insurance cover for these risks and indemnify The Historic Hexham Trust against any such risk, claim or liability.
11. Alcohol may be consumed on the premises. However, if it is to be sold, an occasional licence must be obtained from the Clerk to the Justices by the applicant.

12. The hirer will not carry out any form of fly posting on, or in the vicinity of, the Moothall other than on boards provided for the purpose.

13. The hirer will not allow any form of event to take place which requires a Public Entertainments Licence or Theatre Licence without having first obtained such a licence from the Licensing Authority, and shall ensure that any condition pertaining to such licence shall be fully adhered to.

14. Where licences from the Performing Rights Society and the Phonographic Performance Ltd are required, these are to be obtained by the hirer and copies to be lodged with the appropriate officer prior to use of the Moothall.

15. The Conditions of Use will be subject to addition, amendment and alteration and no notice of these will have to be given by The Historic Hexham Trust. All questions of interpretation will be at the discretion of The Historic Hexham Trust. Charges are subject to variation at any time. Any breaches of these Conditions of Use will result in the immediate cancellation of all future bookings by the hirer.

The above Conditions of Use have been compiled following the advice of the Museums, Libraries and Archives Council's National Security Adviser, Tynedale Council's Health and Safety Officer, and Tynedale Council's Solicitor.

N.B. Please keep conditions of Moothall hire for your information.