



**Eccles Community Hall Organisation**  
**Eccles Town Hall, Church Street, Eccles, M30 0LH**  
**0793 181 5802**  
**[enquiries.echo@gmail.com](mailto:enquiries.echo@gmail.com)**  
**Charitable Incorporated Organisation No. 1152625**

# **BOOKING TERMS AND CONDITIONS**

## **BOOKING THE HALL**

1. The Eccles Town Hall ballroom and / or adjacent facilities can be booked through Eccles Community Hall Organisation (ECHO). Full details are available on our website [ecclestownhall.org](http://ecclestownhall.org) or by telephoning 07931 815 802.
2. Rooms are usually available from 9.30am to 9.00pm. Other times may be negotiated.
3. ECHO reserves the right to refuse bookings if it is not possible to provide sufficient volunteers to ensure the safety of the volunteers, the users and the premises.
4. When a booking has been agreed ECHO will send confirmation and issue an invoice.
5. The invoice will be issued in accordance with the charges determined by the Trustees.
6. Amendments to the outline number of attendees expected at events must be notified to ECHO no less than 7 days beforehand.
7. ECHO will provide the facilities, rooms and equipment as agreed, provided that the hirer conforms to these conditions and any special terms attached to them.

## **PUBLIC LIABILITY**

ECHO has Hirers' Liability cover against accidental damage to the premises and contents and against ECHO Volunteer accidental injury. However, this does not provide additional cover to any such group which already has its own Public Liability cover.

ECHO's insurance does not extend to organisations which hire the premises for commercial or any other use. All such bodies booking the hall must make their own insurance arrangements.

## **PAYMENT**

1. All prices are exclusive of VAT and are subject to revision by the Trustees from time to time.
2. Hirers will be charged the rates applicable at the time their booking is confirmed.
3. In paying the invoice the hirer is confirming their agreement to these Terms and Conditions.
4. Payment for a single event is required two weeks before the date of the event. If payment is not received within two weeks of the date of the event ECHO will assume that the booking is no longer required.
5. For regular weekly or monthly bookings, payment terms are first of the month in respect of bookings taken in the preceding month; payment to be made by standing order.

## **CANCELLING A BOOKING**

1. ECHO reserves the right to refuse or cancel bookings where previous invoices are unpaid. Any disputes will be referred to the ECHO Trustees for a final decision.
2. Hirers are required to give one month's notice if they wish to cancel their regular bookings otherwise the full hire fee is payable.
3. Regular hirers who wish to cancel a particular booking e.g. for holidays, must give two months' notice. A refund will be made where payment is made by Standing Order.

## **GENERAL CONDITIONS AND ADVICE**

1. Smoking is not permitted in any part of the building.
2. Fire exits are situated throughout the building and are clearly marked. They must not be obstructed at any time. In the event of a fire ECHO volunteers will direct the users to the evacuation meeting point on Morrison's car park.
3. The maximum capacity of the main hall is 220 people. This must not be exceeded.
4. Users must not use rooms that have not been allocated to them.
5. ECHO is licensed to sell alcohol on the premises. Event organisers wishing to take advantage of this facility must adhere to ECHO's published alcohol sales policy. ECHO is responsible for staff training, supervision and the control of alcohol sales on the premises.
6. Equipment hire is normally made through ECHO. The hirer may supply their own equipment provided that it is covered by their own insurance. ECHO will not be liable for any of the hirer's own equipment.
7. All arrangements for the hire of rooms, equipment or services must be made between ECHO and the hirer. Contracts shall not be made directly with any ECHO suppliers.
8. ECHO will not be responsible for any loss due to any breakdown of machinery, failure of the supply of electricity, leakage of water, fire, riot, government restriction or act of God which may cause the premises to be temporarily closed or interrupt an event.
9. The hirer will be responsible for any loss, damage, expense or other liability caused to ECHO by the hirer, their guests or employees and shall pay to ECHO, on demand, the amount required to remedy or make good any such loss, damage, expense or other liability.
10. All attendees of events must adhere to ECHO's Health and Safety notices as displayed.
11. Hirers are responsible for completing a health and safety risk assessment before starting their event.
12. It is the responsibility of the hirer in charge of the event to make the users aware of these Terms and Conditions.

## **WHAT YOU CAN EXPECT FROM ECHO**

- ECHO is reliant on volunteers to support your event and will do everything within our power to protect the welfare and safety of all users of our facilities.
- ECHO will provide a courteous and friendly service.
- ECHO will set up the hired areas in the agreed layout and on time.
- ECHO will set up any equipment hired from ECHO and ensure that it is working.
- ECHO will ensure that the hired areas and facilities are clean and tidy.

Printed versions of these Terms and Conditions are available on request for those who do not have access to the internet.