

**GOSFORTH LODGE - CONDITIONS OF LETTING (2022)**  
**(To be retained by the hirer)**

1. An invoice for the total hiring charge will be sent to the hirer as confirmation of the booking. This invoice should be paid within seven days of the date of the function. The hirer will be liable to pay the total hiring charge if the booking is cancelled by him/her, except that, if the cancellation occurs more than twenty eight days prior to the date of the function the liability of the hirer will be limited to 50% of the total cost.
2. No intoxicating liquors shall be sold in the Lodge.
3. We do not provide kitchen utensils ie pots and pans, kitchen knives, cake knives/slices or tea towels.
4. The hirer shall be responsible for leaving the room clean and tidy. Placing all rubbish in black bags. A vacuum cleaner and brush and pan will be provided.
5. The hirer shall be responsible for the cost of repairing, or otherwise making good, any damage caused to the Council's property (including crockery), during the letting. No screws or nails of any kind are to be driven into the floor or sellotape on the walls for any purpose whatsoever.
6. Means of illumination, adequate to enable the public to see their way out of the building shall be kept on at all times when the public are on the premises.
  - (a) In those parts of the building to which the public are admitted; and
  - (b) For the illumination of all notices indicating exits for use by the public in leaving the Lodge.
7. The hirer must make his/her own arrangements regarding the care of clothing etc left in the Lodge, and the Council will not be responsible for any damage, loss or theft.
8. The hirer must ensure that all passages, courts, ramps etc to which the public have access, any which lead to outside premises, shall at all times, when the public are on the premises, be kept free from obstruction.
9. The hirer shall indemnify the Council against all actions, claims, damages, costs, demands and expenses in respect of loss of, or damage to goods, or injury to persons on the premises of the Lodge, or entering or leaving the same, in connection with the purpose for which the Lodge is hired, howsoever occurring or caused, which may be brought or awarded against, suffered, sustained or incurred by the Council and occurring or arising during the time the Lodge is being used or prepared for use by the Hirer PROVIDED ALWAYS THAT this indemnity shall not extend to any loss, damage or injury aforesaid caused solely by the negligent act or default of the Council, its servants or agents.
10. The hirer shall submit to the Council, on the form provided, the name and address of one person who has attained the age of 21 years to be in charge of fire precautions during the period the Lodge is hired. (The person in charge of the fire precautions must remain in the building during the letting of the Lodge).

11. The table seating capacity in the Lodge is limited to 144 and the total number of persons who may be admitted for any other purpose must not exceed 180. The seats in the Lodge shall be so arranged so as to allow free access to the exits.
12. The hirer shall be responsible for ensuring that all licensing conditions, particularly those conditions relating to public safety, are strictly enforced.
13. The hirer must be in attendance from the starting time of the hiring of the Lodge.
14. Authorised Officers of the Fire Service shall have free access to all parts of the premises at any time when the function is in progress.
15. The Lodge must be vacated on Saturday evenings not later than 11.00 pm.
16. The Council reserves the right to refuse any application for the use of the lodge or to cancel any letting in which event any fees paid will be refunded. Subject to this, all claims statutory or otherwise are excluded. Responsibility will NOT be accepted for any loss, which the hirer may have or contend he has suffered as a result of the cancellation.

**ALL CHARGES ARE SUBJECT TO ANNUAL REVIEW WITHOUT NOTICE.**