

**DULVERTON HERITAGE CENTRE  
GALLERY  
CONDITIONS OF HIRE**

- 1 The facilities will be used solely for the event(s) described on the application form.
- 2 Hire of the Gallery runs from Saturday to Friday. Initial access can be either at 5pm on the Friday evening prior to exhibition or 9am on the Saturday morning. Exhibitors are asked to vacate the gallery by 4pm on the last Friday of their exhibition.
- 3 The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
- 4 The Hirer must familiarise themselves with the emergency procedures for fire, first aid, and accident reporting, and carry them out to the best of their ability.
- 5 The hirer is solely responsible for the adequacy, suitability and safety of all equipment brought onto the facilities.
- 6 The Dulverton Heritage Centre is insured for Buildings and Liability Business Protection. Hirers, however, are recommended to take out their own insurance.
- 7 The Dulverton Heritage Centre shall not be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the facilities during the hiring, arising from any cause other than negligence of the Dulverton Heritage Centre.
- 8 A request is made that the Hirer does not use any blue or white tack or any other kind of adhesive tape on the walls of the gallery. They all cause damage resulting in repair and redecoration which the Hirer will receive an invoice for.
- 9 The Hirer shall be responsible for all damage or loss to any fixtures, fittings, equipment or property during the period of hiring by whom so ever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.
- 10 The facilities must be kept clean and tidy. If the facilities are not cleaned to the reasonable satisfaction of the Dulverton Heritage Centre, the Hirer will be responsible for any payment necessary to have them cleaned.
- 11 The behaviour of all persons attending at the establishment for this booking is the responsibility of the Hirer.
- 12 In the event of any unforeseen situation arising, it may be necessary for Dulverton Heritage Centre to cancel or postpone this hiring. In that event, the Dulverton Heritage Centre will not be liable for any consequential loss that may be sustained by the Hirer.
- 13 A deposit of half the hire charge must be paid at the time of the booking, and the remainder paid two weeks before the hire date
- 14 In the event of a cancellation by the hirer Dulverton Heritage Centre reserve the right to charge a handling fee.

**Dulverton Heritage Centre, Guildhall Terrace, Fore Street, Dulverton, Somerset, TA22 9EZ**  
Chair: Chris Nelder Vice Chair: John Atkins Secretary: Kathy Currie Treasurer: Jo Daughtry  
Registered Charity No. 1186566  
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