

## **Slaley Commemoration Hall – Use of the Audio Visual Equipment**

This policy is to provide guidelines for the use of Slaley Commemoration Hall Audio Visual (AV) Equipment.

The Hirer should ensure that they know how to use the AV Equipment BEFORE their event.

The Village Hall committee is a volunteer organisation and does not provide any technical support for this facility, nor does it provide any guarantees that equipment will work. However, if the Hirer would like assistance on how to use the equipment, this should be requested as early as possible and the Committee will try to arrange a suitable time to meet the Hirer and demonstrate the use of the AV Equipment.

The key for the AV cabinet should be requested when completing the Standard Booking Form.

Use of the AV Equipment is entirely at the user's own risk. No liability can be accepted by Slaley Commemoration Hall.

Any damage to the AV Equipment MUST be reported to the Committee. The Committee reserve the right to charge the Hirer for the cost of any repair.

Slaley Commemoration Hall reserves the right for any Committee Member to deny user access to the AV equipment and to terminate any use if they deem the subject matter being shown or transmitted to be unsuitable for a public environment.

Therefore, as the Hirer, you assume full responsibility for using these services. Any breach of these conditions may result in the withdrawal of future access to the AV Equipment and may also result in withdrawal of your Hall bookings.

Slaley Commemoration Hall Committee reserves the right to withdraw the AV Equipment at any time.

Policy last updated 18-07-2019