

IVOR POTTER HALL/PARKHOUSE CENTRE CONDITIONS OF HIRE

1. APPLICATION FOR HIRE

- 1.1 A booking form must be completed and received at the Council Offices prior to an event taking place. Bookings can only be made via the Town Council Office Staff
- 1.2 All applicants must be over the age of 18 years and proof of identity may be required
- 1.3 The person taking responsibility for the hire of Hall/Rooms for under '18's parties and events must be 25 or over. Any activities involving under '18's must have at least 2 stewards present throughout the event. A £300 deposit will be required for these events (which will be refunded after the event if the Conditions of Hire are complied with)
- 1.4 All bookings made in respect of community facilities are subject to the times stated on the booking form. Hirers must ensure that the Hall/Rooms are cleared at the appropriate time. Entry to the Hall/Rooms will be from the time specified on the booking form. Additional time will be charged after the event if deemed necessary
- 1.5 Sub-letting of any of the rooms at the Parkhouse Centre is strictly forbidden.
- 1.6 No Room booking will be accepted while any accounts for payment by the hirer to BSTC remain outstanding
- 1.7 Block bookings can be made in advance for Local/Community Groups by agreement with the BSTC office
- 1.8 BSTC reserves the right to grant or refuse any booking in whole or part without giving any reason for same

2. PAYMENT

- 2.1 Bookings of a sole one-off nature must ensure that payment is received in advance of booking. Payment must be received within 7 days of the booking date.
- 2.2 Block bookings by Local/Community Groups can by arrangement be invoiced monthly with the prior consent of the BSTC offices
- 2.3 BSTC reserves the right to charge for any additional cleaning and caretaking cover, where deemed necessary
- 2.4 Failure to pay accounts within the required time will result in no further bookings being taken until the account is paid in full
- 2.5 BSTC reserve the right to charge a deposit, in addition to other fees, which would be refunded after the event if the Conditions of Hire are complied with

3. CANCELLATION

- 3.1 BSTC reserves the right to cancel a booking (without being liable for compensation) in the event of the rooms being required for any purposes deemed necessary by BSTC. Any fee paid in advance will be repaid in full
- 3.2 In the event of cancellation by the hirer the following charges are payable:
 - a. More than 14 days – No charge
 - b. 7 to 14 days – 25% of hire charge
 - c. 7 days or less – Full hire charge

4. LOSS, INJURY OR DAMAGE

- 4.1 The hirer shall be, for the hire period, responsible for all damage to or loss from the Hall/Rooms including the contents owned by the Council.
- 4.2 Hirers using the Hall for theatre use must ensure that all scenery, decorations, drapery, curtains and similar hangings on or about the stage shall be of flame retardant materials. No equipment is to be stored prior to booked sessions without prior agreement.
- 4.3 BSTC accepts no responsibility for loss of or damage to property owned by, in the custody or in the control of the hirer, however so caused. Property is left in the Parkhouse Centre at the hirer's risk.
- 4.4 Hirers are reminded of their responsibility for arranging adequate Public Liability Insurance if required
- 4.5 The Hirer must indemnify BSTC against any loss or damage as described within these conditions

5. HEALTH & SAFETY

- 5.1 The use of kettles, heaters or other such portable electrical appliances in the Hall/Rooms is strictly prohibited, any other portable appliances eg lamps must have a valid PAT label, the Council will not be held liable for any accident involving such an appliance, nor for any damage caused to the electrical wiring or fuses in the building which may be attributed to the use of such appliances. Any such damage shall be charged to the hirer
- 5.2 The use of any equipment requiring a naked flame is strictly prohibited in **all areas**
- 5.3 The Hirer is responsible for ensuring that all gangways, doorways, exits and designated fire exits are kept unobstructed at all times and that their party are aware of all escape routes and available exits
- 5.4 The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons can escape unimpeded through the Fire Exits and to assemble in the nominated assembly area. Fire Doors MUST remain unobstructed during the hire period.
- 5.5 The use of bouncy castles (or similar) or indoor fireworks is strictly prohibited
- 5.6 In the event of an accident within the premises the hirer must report the incident as soon as possible to the BSTC offices and an accident report form will be completed
- 5.7 Risk Assessments – Hirers must carry out their own risk assessments. Further information, including a template you can use can be found on the Health & Safety Executive’s website www.hse.gov.uk

6.FOOD SAFETY

- 6.1 The hirer is required to ensure compliance with the Food Safety Act 1990 and subsequent related regulations
- 6.2 The hirer is expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended
- 6.3 The hirer must leave the Kitchen as clean and tidy as it is found; all relevant items returned to the kitchen. An additional charge will be made for any unreasonable cleaning required
- 6.4 We recommend that hirers use an experienced professional caterer with appropriate qualifications and Basic Food Hygiene Certificate
- 6.5 The hirer is required to remove all reasonable waste from the environs of the Hall/Rooms/Kitchen and where necessary make special arrangements for its removal with a licenced contractor before leaving the premises

7.LAYOUT

- 7.1 Setup of the Ivor Potter Hall **must** be undertaken by the caretaker and will be charged as per the current price list
- 7.2 Setup of the rooms can be requested when booking, this will be charged as per the current price list
- 7.3 The Caretaker is only required to be on the premises for the first 30mins of each session. The duty caretaker can be reached on 07391415220

8.PROPERY/EQUIPMENT

- 8.1 No fixings of any kind (bolts, nails, blutac, sellotape or the equivalent) shall be attached to any part of the interior or exterior of the building without prior consent of the BSTC offices
- 8.2 All property brought into the Hall/Rooms by hirers must be removed at the end of the session period. Failure to remove items as required will result in making arrangements to remove at the hirers expense
- 8.3 The hirer must leave the building as clean and tidy as it is found. An additional charge will be made for any unreasonable cleaning required

9.GENERAL

- 9.1 The Parkhouse Centre has a ‘No Animals’ except guide dogs policy
- 9.2 The Parkhouse Centre fees are reviewed annually
- 9.3 Any noise or disturbance that is considered to constitute a nuisance to neighbours or other users is strictly forbidden. In event of this continuing after an official warning has been given the hirer will be asked to vacate the building
- 9.4 The Ivor Potter Hall and Parkhouse Centre will be closed from December 24th until 2nd January each year for essential maintenance