

## **IVOR POTTER HALL/PARKHOUSE CENTRE CONDITIONS OF HIRE**

### **1. APPLICATION FOR HIRE**

1.1 All booking forms must be completed and received at the Council Offices prior to an event taking place to secure your booking. 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 One person should be nominated in writing e.g., the person signing the hiring agreement, who undertakes to be present and responsible for the conditions/regulations during the hire for the sale of alcohol. The hirer shall ensure that to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour: care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licencing Act 2003.

1.5 The Hirer shall ensure that the Hirers invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

1.6 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.

1.7 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 at a minimum charge of £20.

1.8 Sub-letting of any of the rooms at the Parkhouse Centre is strictly forbidden.

1.9 Block bookings can be made in advance for Local/Community Groups by agreement with the BSTC office.

1.10 Use of the lighting/sound booth in the Ivor Potter Hall should be pre-booked. Hirers are expected to familiarise themselves with the system to ensure that it is adequate for the purpose intended prior to their booking, and if necessary, appoint a qualified person to operate the system (at their own cost). No member of BSTC staff will be onsite to operate the system.

1.11 No sound/lighting desk equipment other than those in the ownership of BSTC are to be used without prior agreement. Anyone found to contravene this condition will be liable to pay any and all costs of any necessary repairs and any engineers call out fee to repair BSTC equipment.

1.12 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 can, by arrangement be invoiced monthly with the prior consent of the BSTC offices.

2.2 No Room booking will be accepted while any accounts for payment by the hirer to BSTC remain outstanding.

2.3 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 21 days – No charge
- b. 15 to 21 days – 25% of hire charge
- c. 7 to 14 days or less – 50% of hire charge
- d. 6 days or less – Full 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. All hirers property is left in the Parkhouse Centre at their own 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 e.g., 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 (this includes joss sticks) 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 over the size of 2m x 2m is strictly prohibited.

5.6 The use of indoor fireworks is strictly prohibited.

5.7 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.

5.8 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](http://www.hse.gov.uk)

## **6.KITCHEN HIRE**

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 prior to booking date, and to ensure that they are adequate for the purpose intended.

6.3 The use of glasses, crockery and cutlery are included in the hire fee by arrangement at time of booking. Any loss or damage will be charged at cost.

6.4 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.

6.5 We recommend that hirers use an experienced professional caterer with appropriate qualifications and Basic Food Hygiene Certificate

6.6 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. BAR HIRE**

7.1 The Hire of the bar area in the Ivor Potter Hall can be made with the BSTC approved Licensee only. Call the office for more information 01288 353576

7.2 The hirer can, with prior consent run a bottle bar only, using the bar reception area and cooler fridges. Use of the area will be charged at the current hire charge rate.

## **8.LAYOUT**

8.1 Setup of the Ivor Potter Hall must be undertaken by the caretaker and will be charged as per the current price list.

8.2 Setup of the rooms can be requested when booking, this will be charged as per the current price list.

8.3 The duty Caretaker will be on the premises for the first 30mins of each session. The duty caretaker can be reached on 07391415220 (this number is in each room in the building). During offices hours hirers can also contact the BSTC Offices – 01288 353576 or visit the Offices located at the Parkhouse Centre

## **9.PROPERY/EQUIPMENT**

9.1 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.

9.2 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 arrangements to remove at the hirers expense.

## **10.GENERAL**

10.1 The Parkhouse Centre has a 'No Animals' except assistance dogs' policy.

10.2 The Parkhouse Centre fees are reviewed annually.

10.3 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

10.4 The Ivor Potter Hall / Centre will be closed from December 24<sup>th</sup> until 2<sup>nd</sup> January each year for essential maintenance.

10.5 The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.