

# STOCKBRIDGE TOWN HALL

## Conditions of Hire

### General Conditions of Hire

1. There must be a Responsible Adult in charge on the premises at all times. This must either be the Hirer or a person positively nominated by the Hirer who then has prime responsibility for ensuring that the hall is used sensibly and responsibly, and that fire, health and safety rules are followed during the whole period of hire.
2. All users shall use the Hall appropriately and treat other users with courtesy and respect.
3. No animals, other than guide dogs, shall be permitted within the premises, unless with specific prior approval.
4. All areas in use must be left clean, tidy and undamaged at the end of the booking period. Waste produced by sales/exhibitions/demonstrations must be removed by the exhibitors. If it is necessary for us to undertake additional cleaning or maintenance of the premises following your booking we reserve the right to add the cost of this to your booking charge.
5. All windows and internal doors are to be left closed on departure and the hall checked to ensure everyone has left the building and that the rear door has been closed.
6. All breakages must be reported and paid for.
7. Any damage, or non-working of systems or complaints should be reported to Sarah Madden 01264 811569 if urgent. For non-urgent maintenance this should be entered in the maintenance book in the kitchen or reported to our automated phone number 01264 513299 or email [admin@stockbridgetownhall.co.uk](mailto:admin@stockbridgetownhall.co.uk)
8. Users of the Hall are responsible for their own public liability insurance for the activities they are undertaking.
9. Some areas of the hall may be closed for building work or repairs from time to time. Notice of such changes will be given where possible.
10. When the Porter and Barham Rooms are booked by separate users, and both users are undertaking activities open to the general public, the folding doors between the two rooms shall be open unless mutually agreed otherwise.
11. Regular users of the Hall may use the storage cupboards in the Barham Room by agreement free of charge subject to availability. However, if the Barham Room is booked for a use to which the general public do not have access, then access to the cupboards is also not available for the duration of that booking. Users of the cupboards will need to monitor other bookings and make arrangements to access the cupboards before or after the private booking.
12. Stockbridge Town Hall has a music premises licence enabling non-commercial hirers to play music during their booking. Commercial hirers who wish to play music in public must ensure that they have paid for the appropriate licence to enable them to comply with the law. We reserve the right to inspect licences for hirers playing music on our premises and will not be responsible for any breach of the licencing requirement as a result of a hirer's failure to comply.
13. Hirers are responsible for safeguarding vulnerable children or adults and should have a safeguarding policy for the organisation where appropriate.

### Booking and Payment

14. An invoice will be emailed to you shortly after your bookings in any month and they must be paid within 14 days of their receipt. If invoices are not paid within this period a user may be de-registered and future bookings cancelled. Additional charges may be levied if required.
15. Cancellations less than 28 days before the booking date will result in a charge of 50% of the rate and if less than 7 days the full charge will be made (unless another customer books the slot in which case there will be no charge).
16. Charges are usually revised in April each year and invoices will reflect the price at the date of

hire not when the booking was first made. Users will be notified if existing bookings made before a change in charges will be invoiced at a higher rate than that notified at the time of booking.

17. The hire of the hall is timed in two hour slots: 8:00-10:00; 10:00-12:00; 12:00-14:00; 14:00-16:00; 16:00-18:00; 18:00-20:00; 20:00-22:00.
18. Booked time must allow for setting up and clearing away after use.
19. Weekend bookings by commercial customers must be for a minimum of 8 hours.

### **Safety Issues**

20. The entrance area and emergency escape routes must be kept unobstructed at all times.
21. All hirers must confirm that they know the emergency escape routes (see **Essential Information** page). They must explain the fire escape procedures to their staff and ensure that they or a nominated representative is present during their period of hire.
22. When there is a meeting or performance the audience must be made aware of the fire escape routes.

### **Fire procedures**

23. In the event of a fire, activate a fire alarm. The Town Hall has heat and smoke detectors which may also sound the alarm.
24. If the fire alarm is activated, evacuate the building immediately using the fire exits. The Hirer/Responsible Adult shall ensure that all areas of the building including toilets etc. have been evacuated and all doors shut.
25. The Responsible Adult shall be responsible for calling the Fire Brigade.
26. Do not re-enter the building until the Fire Brigade say it is safe to do so.
27. Do not use the lift.
28. Any person who cannot get down by the staircase should be kept in the designated refuge area (see plans) with the doors shut. The Fire and Rescue Service are to be told of this as soon as they arrive.

### **Signs and Advertising**

29. According to Borough Council regulations any advertisements displayed on the highway require planning permission. This particularly applies to advertisements displayed in other parishes. Test Valley Borough Council may take legal action involving a fine and will remove posters. The fine may be applied both to the fly-poster and to the Town Hall. We will recover the payment from any hirer who has ignored this warning.
30. Brackets are provided on the front wall and west wall for the purpose of fixing posters/flyers. Signs or posters are not to be put on the glass windows at the front but the sandwich board provided may be used.
31. Within the hall nothing must be fixed to any of the walls e.g. with Blu-tack, Sellotape, staples or drawing pins. There are picture rails in all rooms and picture hooks can be supplied if needed.
32. Posters and advertising both inside and outside the premises must be removed at the end of the booking.

### **Failure to adhere to General Conditions of Hire**

33. In the event of failure to adhere to any Conditions of Hire the Management Committee reserves the right to cancel and/or refuse future bookings.

**16 December 2017**