

## **CONDITIONS OF HIRE - CORN EXCHANGE**

### **1.1 DEFINITIONS**

- (a) The **HIRER** includes the person signing the Booking Application Form and/or the organisation on whose behalf such application was made.
- (b) The **COUNCIL** includes its officers, servants or agents or any persons authorised by them.

### **1.2 RATE DEFINITIONS**

(a) **COMMUNITY** is defined as a not for profit organisation or individual providing activities or events aimed at bringing about improvement in the social well-being of Faringdon's residents.

(b) **PRIVATE** is defined as groups or members of the community who wish to hold a private function that is not open to the general public.

(c) **COMMERCIAL** is defined as any event or activity run by a business, individual or group that is designed to make a profit to benefit the hirer.

Any decision made by the Council is final and not negotiable

## **2. PURPOSE**

- (a) The Hirer shall use the hall for the purpose stated on the booking form only, and for no other purpose whatsoever. The times as stated on the booking form must be adhered to. **The venue will be unlocked at the start of the booking by a member of staff unless otherwise arranged in advance.**
- (b) The hirer shall not sub-let the hall, or any part of it, without the written agreement of the Council.

## **3. SUPERVISION**

The Hirer/person in charge of the function/event shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the event. For every booking, the hirer must provide at least 2 named stewards. The Town Council must be advised of these names together with contact details prior to the event otherwise the function/event will not be allowed to go ahead.

## **4. CAPACITY**

The capacity for the Corn Exchange is 150 seated and 200 standing for fire regulation reasons.

**The Hirer is responsible for ensuring that the maximum number of persons permitted to be in the Corn Exchange at any one time is not exceeded.**

## **5. HEALTH & SAFETY**

The Hirer should undertake a risk assessment to quantify hazards which might arise during the event and devise procedures to minimise any hazard. In addition, the Hirer is responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974.

The Hirer must ensure fire exits and escape routes are kept clear and free from obstruction at all times.

**Smoking and vaping are not permitted in any part of the building at any time.**

**Helium balloons, real flames and artificial smoke are prohibited.**

## **6. GOOD ORDER**

The Hirer shall be responsible for keeping good order in the hall and, if the Council directs, provide and pay for additional stewards, and/or inform Police as the Council considers necessary for the proper conduct of the function. Any decision made by the Council is final and not negotiable.

**Please note: The Hirer should be aware that the hall is situated in a residential area and that every reasonable precaution must be taken to prevent disturbance to occupiers of**

**neighbouring properties, both during and after the event. The Hirer should advise everyone attending the event/function to leave the area of the hall in a quiet and responsible manner.**

The Council shall not be responsible for any loss or damage due to any breakdown of machinery, failure of the power supply, leakage of water or gas, fire, government restriction or Act of God which may cause the hall to be closed and the hiring interrupted or cancelled. The Hirer shall indemnify the Council against any claim which may arise out of the hiring or which may be made by any person or agent of that person who has suffered any loss, damage, injury or death whilst they were in the hall during the period of hire.

## **7. ALCOHOL AT EVENTS**

If the Hirer is intending to supply or sell alcohol at their event they must inform, and gain express permission from, the Town Council. All terms and conditions of the Licensing ACT 2003 must be adhered to and the Hirer may be required to obtain a Temporary Event Notice. Any decision made by the Council is final and not negotiable.

## **8. PAYMENT OF THE HIRE CHARGES**

The Hirer will receive an invoice for the booking once the date has been agreed and a completed booking form submitted. A 20% deposit will then be payable. The balance must be paid at least 7 days before the event in order that it can go ahead.

**Please note: the hours you book must include any setting up and clearing away time you need**

## **9. CANCELLATIONS**

The 20% deposit is non-refundable. The balance of the hire charge is refundable unless the booking is cancelled within 7 days of the date of the event.

The Council reserves the right to cancel the event and amend the conditions of hire without notice and without any liability of any kind. In the event of the Council cancelling the event any fees paid will be returned in full.

## **10. PROHIBITION OF NAILS, PLACARDS, ETC**

No nails, tacks, screws, pins, tape or other similar objects to be used in any part of the hall. No placards, decorations or other articles to be used that might cause damage to the paintwork, plaster or any other part of the fabric of the building.

## **11. REMOVAL OF HIRER'S PROPERTY**

Unless prior arrangements have been made with the Facilities Team/ Booking Clerk, all persons and equipment must be off the premises by the time stated on the booking form. The Council accepts no responsibility for any property left in the hall premises.

## **12. CLEANING**

The Hirer shall, at the end of the period of hire, leave the hall (including the kitchen and bar area) in a clean and orderly state. **If it is not, an extra cleaning charge will be made, at the discretion of the Council.** The Hirer will be responsible for the removal of **all rubbish** from the venue at the end of the function. A charge of £5 per hour that the venue is booked will be made against the Hirer if this Condition is not adhered to.

## **13. SECURITY FOR CONTINGENCIES**

The Council may, at any time, without stating a reason, demand such security from the Hirer as it may deem necessary to cover any contingency. If such security is not forthcoming within the period stated, the Council has the right to terminate the hire.

The person signing the Booking Form will be treated by the Council as the Authorised Person. When the Authorised Person is signing the Booking Form on behalf of an Organisation, Club, Society, Association or Company he/she must have the authority to sign and bind the organisation to the Conditions of Hire.

#### **14. ACCESS AND RIGHT OF ENTRY**

The Council reserves the right to enter any part of the hall during the period of hire.

#### **15. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

The Hirer is required to ensure that they have their own policies or procedures in place for the safeguarding of children and vulnerable adults, including current DBS Certificates where appropriate. The Hirer is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring that all necessary checks are undertaken. The Council accepts no responsibility for the user's failure to comply with these requirements. The Hirer shall provide the Council with a copy of their Child Protection Policy on request.

#### **16. ADDITIONAL HIRER RESPONSIBILITIES**

(a) The Hirer shall, during the period of hire, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the pavement or highway.

(b) The Hirer shall repay to the Council on demand the cost of re-instating or replacing any part of the hall, furniture or contents which has been damaged, destroyed, stolen or removed during the period of hire.

(c) The Hirer must report all accidents to the member of staff or a delegated person of authority so that they can be recorded in the accident book. Details required include the contact details of the injured person, the date and location of the accident, how and why the accident happened, the injury suffered, and treatment given. A First Aid kit is held in the kitchen and can be supplied by the member of staff or a delegated person of authority if required.

(d) The Hirer shall be responsible for preparing and executing Personal Emergency Evacuation Plans for any persons with disabilities taking part in or attending the event.

(e) The Hirer shall ensure that fire extinguishers are not removed from their locations or discharged unless required to fight a fire.

(f) The Hirer must ensure that any electrical equipment brought into the hall has an up to date PAT test certificate.

#### **17. NOISE LIMITATION**

Any amplified equipment brought into the Corn Exchange by, or on behalf of the Hirer, must be operated within the limits set by the noise limitation equipment, as advised by the Environmental Health Officer, and all Hirers are required to supply their own surge protectors. If there is any breach of this regulation, the Town Council representative on duty will have the power to close the function. In these circumstances, no refund will be made. Any contravention of this condition may result in the Council refusing any further lettings to the Hirer.

#### **18. A GREENER FARINGDON**

Faringdon Town Council declared a climate emergency on 11 September 2019.

To support the FTC's plan to achieve environmental sustainability and to help tackle the climate crisis, we would ask you to follow the following steps:

Please only use lights when necessary and switch off after use
Instead of bottled water, please opt for tap water.
Please avoid single use plastics at all times
Offer vegan and vegetarian choices to decrease the carbon footprint of your event.
Source locally where possible. Choose Fair Trade.
Please provide all food and refreshments using the crockery and drinks in the glassware provided.
If you must use disposable tableware, please purchase recycled or eco-friendly, eg bamboo, in place of single use plastics.
Please do not allow taps to run needlessly
Please keep fridge door closed unless in use
Please close curtains when you have finished your event
Recycle and avoid waste
Save trees and send digital invitations, projector over print.
Research your suppliers, try to buy from those who operate in an as environmentally friendly way as possible
Organise shared lifts to the venue
Please avoid your car engine idling in the loading area and minimise emissions

For reusable tableware see below a selection of providers, many others are available:

[www.vegware.com/](http://www.vegware.com/)

[www.biopac.co.uk/](http://www.biopac.co.uk/)

[www.enviropack.org.uk/](http://www.enviropack.org.uk/)

[www.wyattandackerman.co.uk/](http://www.wyattandackerman.co.uk/)

<http://shop.biogreengate.com>

[www.londonbiopackaging.com/](http://www.londonbiopackaging.com/)

<http://packnwood.co.uk/>

## **19. CONTACT DETAILS**

**Office hours: 01367 240281 or 07738 443695**

**Evenings and weekends: 07759 169326**

**January 2023**

## ACTION ON DISCOVERING A FIRE



***Operate the nearest fire alarm call point.***



***Leave the building by the nearest available exit***



***Call the Fire Service by telephoning 999 from a safe location.***

***Give the address: The Corn Exchange, Gloucester Street, Faringdon, SN7 7JA***



***Go to the assembly point: Cornmarket***



***Notify the Town Council by telephoning 07738 443695 or 07759 169326***

## ACTION WHEN THE FIRE ALARM SOUNDS



***Leave the building by the nearest available exit***

If you have a specific role in an evacuation e.g. Fire marshal, or assisting a disabled person, carry out that role.

Close all doors in the area before leaving but not if this will endanger you, or hinder your escape



***Go to the assembly point: Cornmarket***

***Do not re-enter the building or leave the assembly point until told to do so by the Emergency Services. The fact that the fire Alarm has been silenced is NOT a signal that you may return to the building.***

## ACTION ON RECEIVING A BOMB THREAT OR FINDING A SUSPECT PACKAGE



***Notify any persons in the building verbally. DO NOT activate the fire alarm or use mobile phones***

***Leave the building by the nearest available exit***



***Go to the assembly point: Cornmarket***



***Call the Police and Fire Service by telephoning 999 from a safe location.***

***Give this address: The Corn Exchange, Gloucester Street, Faringdon, SN7 7JA***

***Notify any persons/residents in the vicinity of the Corn Exchange to clear the area.***



***Notify the Town Council by telephoning 07738 443695 or 07759 169326***

***Do not re-enter the building or leave the assembly point until told to do so by the Emergency Services.***

### **Projection Equipment Hire Policy**

Faringdon Corn Exchange has projection facilities, accessible via the use of the hirer's own laptop (at an extra cost) which can be used to show presentations. If you are interested in making use of this service, please enquire at the time of booking the venue. The following costs apply:

Rate	Projection Facility Hire Cost (inc VAT)
Community	£12 per hour
Private	£12 per hour
Commercial	£120 flat fee

Unfortunately, the facility to show commercial films or stream live TV through the projection equipment cannot be offered due to licensing restrictions. Should you wish to explore the possibility of screening a commercial film in conjunction with the Regent Cinema please email [regentcinema@faringdowntowncouncil.gov.uk](mailto:regentcinema@faringdowntowncouncil.gov.uk)

ADOPTED 04/04/18 Minute: 8/2/18