

SILSDEN TOWN HALL **TERMS & CONDITIONS OF PAYMENT & HIRE**

Reading and accepting this information forms part of your “Application to Hire” agreement.

Thank you for your provisional booking of Silsden Town Hall.

TERMS & CONDITIONS

It is your responsibility to read and accept the information provided in this document by signing and returning Page 7 of this document to our bookings@silsdentownhall.org.uk

PROVISIONAL/CONFIRMED BOOKING

Under normal circumstances provisional bookings must be made at least two weeks before the event date. No booking is considered confirmed and accepted until your booking form has been formally acknowledged by the Booking Officer and a deposit has been received. Once a booking has been confirmed it is the hirer’s responsibility to contact the booking officer to discuss and confirm your final arrangements and details.

HIRERS RESPONSIBILITIES UNDER THE FIRE REGULATORY REFORM ORDER 2005 (FFRO 2005)

The hirer of the hall/room must be made aware by the duty member of staff the following criteria either prior to or during the booking (block). The hirer has a shared responsibility for ensuring the safety of the group/individuals in his/her charge.

The member of staff will:

- Show the hirer the fire escape routes
- Discuss any special needs for persons with disabilities and conduct a Personal Emergency Evacuation Plan (PEEP) with the person(s) in question
- Share the Risk Assessment(s) with the hirer and the person with the disability
- Take charge of the evacuation procedure

HIRE CHARGES

Please be advised to contact the Booking Officer to discuss the hire fees and charges. We can give quotations for your event including the hourly rate of charge and associated costs.

- This contract is the grant of a licence to occupy the hall
- Hire charges and associated costs are expected to rise in line with CPI rates in April each year. This must be taken into consideration when enquiries have been made in the year previous to the event date/s
- There is a standard scale of charge applicable to all parties wishing to hire the room(s)
- Where an event entails clearing up the following day the appropriate rate is applicable for those hours used
- The charges made to you will be based on the hours, requirements and facilities used on the date/s of hire. These may vary from your original application details
- The minimum hire period is 1 hour at “full event rate”. All charges are invoiced in blocks of 15 minutes after the minimum 1 hr hire period
- In addition to the hourly rate of hire if additional duty staff are required you will be charged for this cost
- The room hire charge is inclusive of Performing Right Society licence costs where required

PAYMENT OF HIRE CHARGE

For one off events, in order for an application to be accepted, we require a 25% deposit which is refundable if cancelled at least 14 days before the date of the event booked. If the cancellation is less than 14 days before the event date the deposit will not be refunded. Your invoice will be prepared on the information and times you gave during your initial enquiry. Should additional time or facilities be required on the day you will be sent an additional invoice for these costs. Full payment for one off events is required 7 days prior to the date of the event or 14 days after the invoice has been sent, whichever is the earliest

Regular Town Hall user groups will be invoiced at the end of every calendar month.

Cheques should be made payable to **The Friends of Silsden Town Hall** and be sent to:-

The Treasurer
Silsden Town Hall
Kirkgate
Silsden
BD20 0AJ

Or payment can be made by BACS to

Account Name: Friends of Silsden Town Hall
Bank: The Cooperative Bank
Sort Code: 08 92 99
Account Number: 65847567

CANCELLATION

One off bookings - In the event of the cancellation by the hirer of a one off event 14 days or more before the event date the deposit will be refunded. Cancellation must be issued in writing.

Regular User Groups must give 7 days notice of cancellation and the session cancelled will be charged for if this is not adhered to.

Occasionally it may be necessary for us to cancel or amend bookings, either for reasons outside of Friends of Silsden Town Hall's control (e.g. flood, interruption to power supply etc) or to accommodate another obligatory event (e.g. polling station use, annual pantomime or any other major community event). The Booking Officer will endeavour to keep these occasions to a minimum and provide as much notice as possible to room hirers.

STAFFING YOUR EVENT

The provision of one duty member of staff is included in your hourly hire charge. It is a condition of your hire that this member of staff is on the premises whenever the venue is occupied by yourself or anyone relevant to your event.

Any additional staff deemed necessary by the Booking Officer/Operations Manager to attend the event will be recharged to the hirer.

BAR/ALCOHOLIC DRINKS

- Silsden Town Hall is a licensed premise and can provide a bar serving alcoholic drinks on request
- Any profits made on the bar are for the benefit of the Town Hall only
- Under the terms of the licence, hirers are not permitted to supply and consume their own drinks

TECHNICAL REQUIREMENTS

Any technical requirements must be indicated on the “Booking” form and submitted with your application. Failure to answer any part of this form may result in a time delay and inconvenience. It is the hirer’s responsibility to contact the Operations Manager to arrange a meeting to discuss your requirements in detail. This must be done approximately four to six weeks prior to your event.

CHILD PERFORMERS LEGISLATION

If your event requires children under the age of 16 years to be on stage you must comply with the relevant Child Welfare Legislation and submit copies of all child/chaperone registration and license documents to the Operations Manager at your Production Meeting or as soon as possible before your event takes place. If this policy is not adhered to, the Operations Manager, on behalf of the Silsden Town Hall Trustees, reserves the right to stop the event. If this happens, the Silsden Town Hall Trustees will not be held liable for any refunds either the hirer or individual patrons attending the event.

Contact information for registration and license documents:

Tara Watson - tara.watson@bradford.gov.uk 01274 437607

Or ask for Child Licensing Department, Bradford Council Switchboard 01274 432111

OTHER CONDITIONS OF THE USE OF THE HALL

- **NO SMOKING** To comply with legislation all the Town Hall is a non-smoking establishment. No person is allowed to smoke on the premises.
- **NO NAKED FLAMES** No candles, tea-lights or naked flames may be lit on the premises
- **NOISE ABATEMENT POLICY** Amplified music must be kept to a maximum of 100 decibels. Decibel readings may be taken during your event. If the Operations Manager requests that the volume be reduced (either to meet the 100 decibel output or below the 100 decibel output due to concerns raised) this must be acknowledged by the hirer or hirer's representative present. If the request to reduce sound levels is not adhered to then the Management reserves the right to stop the event via any means necessary. If this occurs the Friends of Silsden Town Hall will not be held liable for any refunds to either the hirer or individual patrons attending the event
- **NO ANIMALS** No animals may be brought into the Hall without the prior consent of the Operations Manager
- **REMOVAL OF REFUSE** It is the responsibility of the hirer to remove **ALL** items of refuse after the event. If this is not complied with then the hirer will be billed for removal of refuse, including staff time and hire of refuse containers
- **CLEANING** Rooms should be left in the same state of cleanliness to which they are found. If this is not adhered to and the Town Hall incurs additional cleaning costs these costs will be charged to the hirer
- **DAMAGES** All damages must be paid for
- **SUPPLEMENTARY TERMS AND CONDITIONS** Whilst every effort has been made to include all eventualities, the Booking Officer reserves the right to enforce supplementary terms and conditions as and when appropriate.
- **ADVERTISING** While the Friends of Silsden Town Hall may help to promote your event/hire, please be aware that advertising space is NOT guaranteed and the Friends of Silsden Town Hall's own promotions (and hence the use of the available space) may take precedence over before any private hire. If there is space any independently produced publicity material may be displayed in designated areas of the building by a member of staff once approved by the Booking Officer.
- **We strongly recommend that any caterers or any other goods or service provider view the hall in advance of the hire**

- **USE OF LIFT - PEOPLE USE ONLY**

Use of the lift is to be used for people with disabilities and mobility issues **only**. The lift **cannot** be used for moving equipment or goods.

If the lift breaks down due to equipment/goods being moved from floor to floor the Hirer is liable for the engineer's call out costs plus repair costs.

KEYS - REGULAR USERS

If you require keys to the building due to hiring a room on a regular basis we require a deposit of £50.00. This amount will be reimbursed when the keys are returned to the administrator in **person**. For security reasons the keys must NOT be posted through the letter box.

PHOTOGRAPHY AND VIDEO RECORDING

The Management forbids photography during staged performances. If requested please discuss this matter with the Booking Officer.

Video recording within the premises is strictly prohibited unless prior authority has been granted by the Booking Officer. Therefore, where the hirer seeks to record their staged performance a copy of the appropriate MCPS license must be submitted prior to the event. For more information regarding this please phone the Mechanical Copyright Protection Society on 020 8664 4400. Where appropriate Child Welfare Legislation must also be considered on this matter.

If you have any further queries please do not hesitate to contact the Booking Officer on 01535 959561 or bookings@silsdentownhall.org.uk

Document last revised on 18th January 2026 JO/CW

ACCEPTANCE OF FRIENDS OF SILSDEN TOWN HALL TERMS & CONDITIONS

Please sign and return this page to bookings@silsdentownhall.org.uk as your acceptance of the aforementioned Friends of Silsden Town Hall Terms & Conditions of Payment & Hire

Signed _____

Print Name _____

Date _____

Date of event booked _____

Type of Event _____

Document last revised on 18th January 2026 JO/CW