



**FRIENDS OF
SILSDEN TOWN HALL**

Silsden Town Hall, Kirkgate, Silsden, BD20 0AJ
Tel: 12345678 , E-mail: enquiries@silsdentownhall.org.uk

CONDITIONS OF PAYMENT AND HIRE RELATING TO Silsden Town Hall.

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

Thank you for your provisional booking of Silsden Town Hall. Enclosed - attached is an application form and related information necessary for your hire. Before completing the forms please read the following carefully.

Terms and Conditions

It is your responsibility to read and accept the information provided, including the Friends of Silsden Town Hall "Terms and Conditions", as part of your "Application to Hire" agreement. If you have not received the Friends of Silsden town Hall "Terms and Conditions" then please contact the Booking Officer before signing or ticking the box on the "Application to Hire" form.

Provisional / Confirmed booking

Under normal circumstances provisional bookings must be made at least two weeks before the event date. From the date of your pencilled booking being entered in the diary and an application form being requested you have, unless by special arrangement with the Booking officer, 28 days to return your application form. If after this period you have not returned your form the dates will be made available to other interested hirers. No booking is considered confirmed and accepted until your "Application to Hire" form has been formally signed and returned to you by the Booking Officer. A booking may be denied if the application form does not reach us by two weeks prior to the event date. Where late bookings have been administered the appropriate staff-time may be recharged to the hire. Once a booking has been confirmed it is the hirer's responsibility to contact the appropriate staff to discuss and confirm your final arrangements and details.

Hirers responsibilities under the Fire Regulatory Reform Order 2005 (FRRO 2005)

The hirer of the hall – room must be made aware by the duty member of staff the following criteria either prior 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 on a regular basis:

- Show the team leader the fire escape routes
- Experience the sound of the fire alarm
- Have evacuations where the room / building is to be cleared
- Discuss any special needs for persons with disabilities and conduct a Personal Emergency Evacuation Plan (PEEP) with the person(s) in question
- Share any subsequent Risk Assessment(s) with the team leader and the person with the disability.

Deposit (not applicable to all hires)

In order for an application to be accepted, the appropriate deposit must be paid. Please submit a deposit of £25.00 for each day of hire. Cheques should be made payable to the Friends of Silsden Town Hall.

Cancellation

In the event of cancellation by the hirer the deposit is non-returnable. In the event of cancellation by the hirer between twelve and two weeks prior to the event, 50% of the hire fee is payable in addition to the retained deposit. In the event of the cancellation by the hirer within two weeks of the event, the full hire fee is payable. Cancellation must be requested in writing.

Hire Charges

Please be advised to contact the Booking Officer to discuss the hire fees and charges. Although we cannot give quotations for your event we will gladly inform you of 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 rise in April of each year. This must be taken into consideration when enquiries have been made in the year previous to the event date/s
- **There are two scales of charge: Standard and Concessionary. To qualify for a concessionary scale of charge the hirer must provide details of a charity relevant to the event. A concessionary scale of charge will be granted at the discretion of the Operations Manager**
- **There are two rates of hourly charge for members of the public: Monday to Saturday, and Sunday/Bank Holidays. Where an event proceeds after midnight the appropriate rate is applicable for those hours used. Commercial users are charged at a different rate which is higher than for the general public as per our Charitable Incorporated Organisation application to the Charities Commission**
- **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 the following services will be charged for when used: Additional duty staff, Performing Rights Society (royalties for copyright material), Recording/Broadcasting privileges for commercial use, Administration fee.**

Event Report / Invoice

Unless by special arrangement with the Booking Officer, an invoice will be forwarded to the hirer after the event has taken place. This is payable within 28 days of the invoice date. Information on ways to pay is on the invoice. Your invoice will be prepared on the information - times you give on the application to hire form, or if these times change the duty member of staff will advise the administration officer post event of the changes to the times of the hire.

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.

The employment of all other staff for your event will be recharged to you. Additional staff must be hired for any event that involves the occupation of theatre seats or when deemed appropriate by the Booking Officer / Operations Manager. Any additional staff deemed necessary by the Booking Officer /Operations Manager to attend your event will be recharged to the hirer.

Bar / Alcoholic drinks

The hall is not licensed and it is the responsibility of the hirer to obtain a Temporary Events Notice (TEN) from the Bradford Council's licensing section <https://www.bradford.gov.uk/business/licensing/temporary-event-notice/>

The TEN must be displayed in the room the bar – licensee has set up for the sale of alcohol.

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 or prohibition of your activities whilst on our premises. It is the hirer's responsibility to contact the Operations Manager to arrange a production 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. Please contact Tracey Jeffrey or Tara Watson from the Department of Children's Services to discuss the requirements with regards your event. Their contact details are as follows: Department of Children's Services, Future House, Bolling Road, Bradford, BD4 7EB, (tel) 01274 385724, (fax) 01274 385695, (E-mail) tracey.jeffrey@educationbradford.com. You must 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 these policies are not adhered to the Management reserve 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.

Box Office Services

Please note that we are not responsible for selling tickets for events held at Silsden Town Hall. If you are selling tickets for your production please let the Booking Officer know where your tickets are available from.

Other conditions of the use of the Hall

- **NO SMOKING:** To comply with legislation all the Town Hall is a non-smoking establishment. Under no circumstances may persons be allowed to smoke on the premises.
- **NO NAKED FLAMES:** No candles, tea-lights or naked flames may be lit on the premises unless special authorisation from the Operations Manager has been given.
- **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 reserve 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 live or dead 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.
- **DAMAGES:** All damages must be paid for.
- **SUPPLEMENTARY TERMS AND CONDITIONS:** Whilst every effort has been made to include all eventualities, the Operations Manager reserves the right to enforce supplementary terms and conditions as and when appropriate.
- **ADVERTISING:** While the Friends of Silsden Town Hall will do all it can to help 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 before any private hire.
- **We strongly recommend that any caterers, licensee or any other goods or service provider view the hall in advance of the hire.**

Photography and Video Recording

The Management reserve the right to forbid photography during staged performances. If appropriate please discuss this matter with the Booking Officer.

Video recording within the premises is strictly prohibited unless prior authority has been granted by the Operations Manager. 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 86644400. Where appropriate Child Welfare Legislation must also be considered in this matter.

Publicity

The Friends of Silsden Town Hall holds no responsibility for the advertising or promoting of your event. Independently produced publicity material may be displayed in designated areas of the venue building with the Operations Manager's approval. Please see the accompanying "Terms and Conditions of Letting", Section 13, for further clauses regarding displayed materials.

Performing Rights Society

If your hire involves the performance of copyright music in public you may be legible for a PRS charge. Before any performance of copyright musical works can be given in public, those responsible for the event, i.e. the hirer, are required to obtain the permission of the owner of the copyright of the works concerned.

Through the Performing Rights Society (PRS) it is possible to obtain permission to use virtually any copyright works by applying for a licence and paying the appropriate royalties. For the hirer of the hall for which you are intending to hire, the administration is simplified by virtue of the Hall's own licensing arrangement with PRS. However, we need to provide certain information to PRS in order that the appropriate fee can be assessed.

Whether you decide to apply direct to PRS or to pay the required fee via our administration it is important that you provide a programme or play-list to the Booking Officer. This is also necessary for musical works that are *not* copyright as we are obliged to disclose details of all such events that have taken place on our premises and we are held responsible for the payment of any royalties outstanding.

In some cases the information required by PRS will be restricted to the frequency and general description of events that have taken place. However, for events such as popular concerts, classical concerts, variety shows and pantomimes it is necessary for the box office receipts (net of VAT) to be declared, as a royalty is usually calculated as a percentage of such figures. In these cases the duty manager at your event will need to acquire the information pertaining to number of tickets sold and the average ticket price.

The Performing Rights Society asks that you "co-operate, when requested, with the local authority over the provision of this information which the authority is contracted to supply to PRS. Failure to do so can result in performances being unauthorized and our rights being infringed. In such cases PRS will take action, as necessary, to protect its members' rights."

Failure to provide such information as ticket price, number of seats sold and programme of music played, will result in a standard charge being administered by the Friends of Silsden Town Hall. This will be based on an estimated average ticket price and maximum capacity of seats available.

If you wish to contact the Performing Rights Society to discuss any queries you may have with regard to the performing of copyright music, the following contact details apply: PRS, Empire Court, 51 Winmarleigh Street, Warrington, Cheshire, WA1 1LE, 01925 234456.

If you have any further queries please do not hesitate to contact the Booking Officer at Silsden Town Hall
Enquiries@silsdentownhall.org.uk or Tel number **12345678**

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