

# 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 shall be permitted within the premises, unless accompanied full-time by their owner. The hirer shall take full responsibility for clearing up or paying for any damage they may cause. Dogs shall be kept on their leads at all times.
4. All areas in use must be left clean and tidy 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 of the premises following your booking, we reserve the right to add the cost of this to the 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 [stockbridgetownhall@gmail.com](mailto:stockbridgetownhall@gmail.com)
8. Users of the Hall are responsible for their own public liability insurance for the activities they are undertaking.
9. Some areas of the premises may be closed for building work / repairs or there may be restricted use of some rooms within the premises from time to time. Notice will be given of such circumstances and a revised charge may apply if this significantly restricts the hirers intended use of the room.
10. When the Porter and Barham Rooms are booked by separate users, and both users are undertaking activities open to the public, the folding doors between the two rooms shall be open unless mutually agreed otherwise.
11. Stockbridge Town Hall has a music premises licence enabling non-commercial hirers to play live/recorded music during their booking. Commercial hirers who have no licence of their own but wish to play music in a public area can ask to be covered by the Town Hall licence and pay an appropriate fee.
12. Hirers are responsible for safeguarding vulnerable children or adults and must provide a copy of their safeguarding policy and DBS certificate where this is appropriate to the purpose of use.
13. Retail hirers must avoid selling product brands to which Stockbridge traders have exclusive rights within the Stockbridge area. Please see the [list of brands on our website](#). If in doubt, please contact the relevant High Street retailer prior to the booking.
14. Smoking is not permitted anywhere inside the building.

### Booking and Payment

15. Once a confirmation of a booking has been sent to the hirer by email then a contract exists between us which is subject to these terms and conditions. This applies to any subsequent amendment to the booking
16. An invoice will be emailed after your booking(s) in any month and is due for payment within 14 days. If invoices are not paid within this period, the hirer may be de-registered and future bookings cancelled or payment in advance may be required. Additional administrative charges may be levied in these circumstances.
17. Cancellations must be in writing (email or letter) and, if received less than 7 days before the booking is due to commence, will result in full payment being due.
18. Charges may be revised with one month's notice being publicised on our website. Booking costs are

fixed at the price at the date of making the booking.

19. Bookings are made in 30 minute slots: from 8am – 10pm with a minimum period of 90 minutes per booking.
20. Weekend bookings by commercial customers must be for a minimum of 8 hours.
21. Booked time must allow for setting up, clearing away and cleaning after use.

#### **Safety Issues**

22. Hirers must follow the *Safety Rules* displayed on the premises and emailed with each booking confirmation. The entrance area and emergency escape routes must always be kept unobstructed.
23. 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.
24. When there is a meeting or performance those present must be made aware of the fire escape before the commencement.

#### **Fire procedures in the event of a fire**

25. In the event of a fire, activate a fire alarm. The Town Hall has heat and smoke detectors which may also sound the alarm.
26. If the fire alarm is activated, evacuate the building immediately using the designated fire exits. The Hirer/Responsible Adult shall ensure that all areas of the building including toilets etc. have been evacuated and all doors shut. Nobody must use the lift
27. The Responsible Adult shall be responsible for calling the Fire Brigade.
28. Nobody should re-enter the building until the Fire Brigade say it is safe to do so.
29. Any person who cannot exit by the staircase from Hurford Hall should remain in the designated refuge area (the chair store) with the doors shut. ***The Fire and Rescue Service must be told of this as soon as they arrive.***

#### **Signs and Advertising**

30. According to Borough Council regulations any advertisements displayed on the highway require planning permission. 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.
31. 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 or side of the building.
32. 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.
33. Posters and advertising both inside and outside the premises must be removed at the end of the booking.

#### **Counter-Radicalisation and Security Act 2015 - Section 26(1)**

34. No activity which may be construed as drawing people into terrorism is permitted to take place at this venue. Should any allegation be received, or if the Trustees have reason to suspect non-compliance, the Trustee Board will investigate and may decide to cancel or modify the function(s), to ensure compliance with the law.

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

35. 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.