



Town Hall Booking Form, Terms & Conditions and Fire/Emergency Arrangements & Responsibilities

Date of Event				
Hirer's Name				
Organisation Name <i>If applicable</i>				
Hirer's Address				
Telephone No	Home	Mobile		
E-Mail Address				
Expected Attendance	Type of Event			
Activity Type	Private Use <input type="checkbox"/>		Business Use <input type="checkbox"/>	
Please Note: If Business Use you are required to provide us with a copy of your current <u>Public Liability Certificate</u> and a copy of your current <u>DBS Certificate</u> where applicable.				
Catering Required	Food: Yes/No		Beverages: Yes/No	
Please indicate, for Performing Rights Copyright purposes, any music that may be played during the function				
Live music <input type="checkbox"/>		Pre-recorded music <input type="checkbox"/>		Disco <input type="checkbox"/>
<u>Rooms Required</u>	<u>Yes/No</u>	<u>Start Time</u>	<u>End Time</u>	<u>Fee</u>
Main Hall				
Memorial Room				
Boardroom				
Lounge				
Lounge with Licenced Bar				
Ground Floor Meeting Room				
Dressing Rooms (3)				
P.A. System				
Stage Lighting Equipment				
<u>Additional Equipment For Hire</u>	<u>Yes/No</u>		<u>Fee</u>	
Data projector				
Laptop				
Screen				
Flipchart (paper/pens inc)				
Portable Loop System			Free of charge	



Terms & Conditions of Hiring Spennymoor Town Hall

PLEASE NOTE THE TOWN HALL IS A NO SMOKING BUILDING

1. HOW TO HIRE

While we are happy to discuss your booking in person, by email or telephone a booking application must be made on the official form supplied and a signed copy returned before an official booking is made.

A PROVISIONAL application made orally, by telephone or email must be confirmed by the submission of an official form within 14 days with the appropriate deposit. Failure to do so may result in the cancellation of the booking.

2. COST

The hire fee shall be in accordance with the fees agreed by the Facilities Manager.

The Council has the right to vary the scale at any time. You must pay the deposit with your application. No application will be accepted without payment of the deposit.

3. CANCELLATION

In the event of cancellation the following charges will apply:-

More than 6 months loss of deposit
3-6 months 30% of estimated total invoice
1-3 months 50% of estimated total invoice
1 week—1 month 70% of estimated total invoice
7 days 100% of estimated total invoice

4. GENERAL CONDITIONS

The event or function must not be used for the provision or sale of refreshments, food or beverages or alcohol without the written consent of the Council.

The hirer will ensure that no bolts, nails or tacks are to be driven into any part of the premises.

The use of sellotape or placing anything on the walls or windows is prohibited. The use of gas-filled balloons is only permitted if they are secured by weights.

5. HEALTH & SAFETY

The hirer will ensure that all passages, stairways and exits to which the public have access shall be kept free from obstruction at all times.

The use of special effects e.g. smoke bombs, smoke machines, bubble machines, stage fireworks/lighting must be approved and checked by the Town Council through the Town Clerk, the Town Council's Approved Electrical Contractor(s) and the Fire Officer prior to use.

If you're hiring a disco or group/band using electrical equipment, it must have a Portable Appliance Testing Certificate (PAT), if one is not held then a test must be carried out by the Town Council's Electrician at a cost in accordance with the electrician's standard scale of charges and paid for by the hirer.

The hourly rate and the cost of PAT testing can be obtained on written request from the Town Clerk's Office

If any speakers or other equipment are to be placed in any gangways this must first be approved by the Town Clerk to ensure appropriate action is taken to make sure the equipment is visible to prevent accidents.

In case of an Emergency Evacuation – 14 days' notice prior to the function is required of anyone who would require assistance in the event of the lift not being able to operate in the event of a fire.

It is the responsibility of the hirer to have the Fire Safety Announcement (copy enclosed) made at the start of your function.

The hirer will be responsible for the maintenance of good order and behaviour during the use of the building and for the cost of repairing any damage which may have been caused during the period of the hiring.

The cost of the damage shall be decided by the Town Clerk, whose decision shall be final.

6. PERFORMING RIGHTS SOCIETY LTD

The Town Hall is licensed for public dancing, singing, music entertainment. Hirers must observe the conditions of that licence.

If any musical works are to be performed we must comply with the requirements of the Performing Rights Society Ltd. Where there is music (whether live or recorded) the Town Council following the event will submit this information on your behalf. We may however be required to ask you questions about the event to enable us to complete the documentation.

The Council shall exercise a right of lien over all parcels, letters, scenery and effects received by the Council on your behalf.

You shall immediately pay any costs due to them under these terms and conditions of hire when asked by the Council. The Council may recover the amount due to them, if you do

not pay, by sale of all or part of your property over which the Council has exercised their right of lien.

7. SPECIAL CONDITIONS FOR THE USE OF THE STAGE

You must observe the conditions of the licence granted under the Theatres Act 1968.

You shall not use any of the stage equipment, stage lighting equipment or curtains unless the Hall is hired for a stage play or concert.

If you require the use of the stage lighting equipment for any function other than a stage play or concert, you shall use the services of a person accredited to the relevant qualification required to undertake this function. Copies of certificates are required prior to the event taking place.

The Council can insist that the stage lighting equipment be operated by a person accredited to the relevant qualification necessary to operate the equipment.

The front stage curtain must be operated only by the handle on the right hand side of the stage.

In the event of the hall being hired for any dance or similar function no person shall be permitted on the stage other than the orchestra; band; Master of Ceremonies; and official person assisting the function, or someone appointed by the Council.

The Council shall have the right to object to anything in any stage production and require the item to be changed or omitted as it directs. Hirers should ensure that there is no nudity or bad language used on the stage.

All necessary licences in respect of copyright, right of presentation and performance must be previously obtained by you and if required be produced to the Council at your expense. The Town Council's Stage Lighting and Public Address System shall only be operated by the Town Council's Approved Electrical Contractor(s)

8. LICENSED BARS AND CATERING ARRANGEMENTS

It is the hirer's responsibility to ensure guests are made aware that they must not provide, sell or arrange for the provision or sale or consumption of any wines, beers, spirits or other alcoholic liquors or food items. It is also the hirer's responsibility to ensure that no persons under the legal age of consent consumes alcohol.

When a licensed bar is booked:

You will need to nominate a responsible person to ensure that only those admitted are ticket holders or bona fide guests.

The Councils Bar & Catering provider has the exclusive right to provide all food, beverages and alcohol in connection with any Town Hall function taking place on the premises - if this is not adhered to this could result in the offenders being removed from the building, the hirer forfeiting the deposit and the function being terminated.

The Town Council reserves the right, if your function is deemed to be non-profitable due to overheads, to provide a limited bar service (i.e. cans & bottles of lager and beer), however this would be agreed prior to the event.

Confirming Your Reservation

If you would like to make a reservation, we will require a £50 deposit which will form part of your total account and a £50 refundable damage deposit. Payment can be made by means of a cheque, cash or debit/credit card. Cheques are to be made payable to **Spennymoor Town Council**.

Please refer to cancellation charges on section 3 of this document.

It is advisable not to delay your confirmation as we receive enquiries frequently and on an unpredictable basis.

We would be grateful if you could let us have your final guest numbers and payment in full at least 7 days before the event. This is very important to us as it enables us to be adequately staffed, stocked and prepared to make sure you have a fantastic experience. Where applicable a seating/table plan must be supplied at least 72 hours before the function

9. WHAT THE COUNCIL CAN DO

We can accept two or more applications for the use of the building during different periods of the same day.

We can cancel any hiring for a day when the building is required for any Parliamentary or Local Government election, without payment to you of any compensation.

We can superintend the building through the Facilities Assistant, Facilities Manager or Town Clerk. The Town Clerk and Facilities Manager shall have the right to enter and inspect the premises at any time including during your event.

We can exercise the right of lien over the hirer's goods and property in the event that monies due to the Council under the terms of this agreement remain unpaid.

Any contravention of the Terms and Conditions may result in the loss of the deposit or other financial penalty.

10. PROPERTY & GOODS

The Council shall not be responsible for the safe custody of your property or any property of your employee, nor for any damage or loss of such property.

11. FIRE SAFETY & BUILDING EVACUATION

As the hirer of the facility you are responsible to identify appropriate fire exits for your event and make your guests aware of them. You must make a formal fire safety

announcement at the start of your event (copy enclosed) and assist the Town Hall Staff with the evacuation of your guests in the event the fire alarm sounds.

12. YOUR FURTHER DUTY AS THE HIRER

You undertake with the Council to strictly comply with all:-

“Statutory provisions and all conditions and regulations imposed by Justices of the County Council.

To indemnify the Council from all penalties, damages and costs which it may incur in consequence of any breach in not complying with the provisions, regulations or conditions”

12. INTERPRETATION

The Council’s decision as to the interpretation of these conditions shall be final and conclusive.

I have read and agree to the above booking and terms & conditions of hire and fire & building evacuations at Spennymoor Town Hall

Name (in capitals): _____

Company Nam (if applicable): _____

Signature: _____

Date signed: _____

Date of event: _____

Can we please ask for marketing purposes?

How did you hear about the Town Hall’s Facilities?

Please tick the appropriate box:

Advert Website Word of mouth Attended an event

Other – please state _____



FIRE SAFETY ANNOUNCEMENT

The Fire Alarm is **not** due to be tested today/this evening.

In the event of the Fire Alarm sounding, please ensure that you use the nearest designated Fire Exit indicated with the appropriate green and white signage, to briskly and calmly leave the building. Remember that your nearest Fire Exit may not be the door by which you entered the building.

PLEASE DO NOT USE THE LIFT

Please assemble at the rear of the building at the assembly point adjacent to the Public Conveniences.

DO NOT re-enter the building unless instructed to do so by the Town Hall Staff or Fire Officer.

DO NOT stop to collect any personal belongings.

DO NOT run.

Act sensibly and in a timely manner.

Offer to assist those with disabilities.

The Town Council operate an assisted evacuation procedure for people with disabilities, anyone requiring such assistance should wait at the signposted Evacuation Assembly Point on your floor level.

IF YOU DISCOVER A FIRE USE THE NEAREST "BREAK GLASS" POINT TO RAISE THE ALARM