WOTTON-UNDER-EDGE TOWN TRUST

TOWN HALL TERMS AND CONDITIONS OF HIRE

The Town Council/Trust (whichever is applicable) *kindly requests that you consider using Fair Trade products when providing refreshments*

1. Use of the Hall. Use of the Hall is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement. Any costs incurred as a result of non-compliance with these rules will be charged to the hirer.

2. Applying to use the Hall.

a) Applications for use of the Hall shall be made to Wotton-under-Edge Town Trust via Wotton-under-Edge Town Council.

b) The right to refuse any application for use of the Town Hall facilities is reserved by the Town Trust.

c) All arrangements for use of the Town Hall facilities are subject to the Town Trust reserving the right to cancel bookings giving adequate notice when premises are required for use as a Polling Station/Council Function or are rendered unfit for the intended purpose.

d) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.

e) No bookings will be accepted for teenage or 21st birthday parties.

3. Hours of Opening. The Town Hall is available for use between the hours of 9am to 11.30pm (special arrangements can be made if the rooms are required earlier in the morning. This has to be agreed by the Town Clerk). Music must cease by 11.30pm in order to vacate the building by 12 midnight (this allows for the removal of equipment).

4. Maximum Capacity. The Town Hall has a maximum capacity of 113 people seated (theatre style) including the balcony. For dances and similar events the Town Hall is licenced for 140 people plus an additional 20 in the balcony. These figures are to include helpers and performers.

5. Safety Requirements. All conditions attached to the granting of the Town Hall's Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.

b) The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exits and routes.

c) Firefighting equipment shall be kept in its proper place and only used for its intended purpose.

d) The fire service shall be called to any outbreak of fire.

e) Performances involving danger to the public shall not be held.

f) Highly flammable substances shall not be brought into or used in any part of the building. This includes the use of candles.

g) No unauthorised heating appliances shall be used on the premises.

h) The first aid box shall be readily available to all users of the premises. Located in the kitchen.

i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work regulations. Each item must be Portable Appliance Tested by a certified electrician.

j) There is a NO Smoking Policy throughout the building and its environs. This includes E cigarettes.

k) Helium filled balloons must not be used as they can interfere with the ceiling fans.

l) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.

6. Supervision. The named hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are in use for the purpose of public entertainment, there shall be a minimum of two persons aged 21 or over on duty, one for each floor during shows, dances etc, and they are responsible for reading and acting upon the information provided in the log book found in the kitchen. Events/classes where children/young people attend must adhere to national guidelines on appropriate adult to child supervision ratios.

7. Intoxicating Liquor. If alcohol is to be sold the hirer **must** check with the Town Trust before applying to Stroud District Council for a Temporary Event Notice as the number of licences available per year for the premises is limited. Please allow 10 working days for the notice to be processed. Stroud District Council will make a charge for this notice. A copy of the notice must be given to the Town Trust prior to the event. The Town Trust reserves the right to refuse permission for the sale of alcohol and that decision will be final.

8. Storage. The permission of the Town Trust must be obtained before goods or equipment are left/stored in the Town Hall.

9. Loss of Property. The Town Trust cannot accept responsibility for damage, loss or theft of Town Hall users' property and effects.

10. Off-loading and Loading. Hirers may off-load and load from Market Street. There is no dedicated car parking at the Town Hall. There is a public car park in The Chipping approximately 50 metres walk from the Hall.

11. Nuisance.

a) Hirers are responsible for ensuring that the noise level of their function is not such as to cause inconvenience to the occupiers of nearby houses and property.

b) Hirers must ensure that persons attending the function behave in an orderly manner and cause no nuisance to residents or passers-by, nor to other users of the Town Hall.

12. Cleaning, Security and Care of Hall. Prior to their booking hirers must collect and sign for a key for the Hall from the One Stop Shop (opening hours 9.00am-12.30pm Monday-Friday, closed on Bank Holidays). Before vacating the Town Hall the hirer is responsible for leaving the building in a clean, tidy and undamaged condition; returning tables to the under stairs cupboard as detailed on the plan found in the cupboard; and re-stacking chairs and returning them to their original position. The doors must be bolted, locked and the key returned to the One Stop Shop. Should any damage occur, it must be reported as soon as possible to the Town Clerk or Buildings Manager. Litter shall not be left in or around the Town Hall. All rubbish must be removed from the Hall by the hirer following a booking.

13. Curtains. All curtains, including stage and window curtains, **must not be pulled by hand** as this damages the drawstring mechanism. The hirer must ensure that the drawstrings are used to manoeuvre all curtains and blinds. Any damage to curtains/mechanisms caused by incorrect handling will be charged to the hirer.

14. Furniture. All furniture and equipment shall be used only for the purpose for which it was designed. No nails, screws, tacks, shall be applied.

15. The Lift. The lift is only to be used by people with reduced mobility. Children are not allowed in the lift.

16. Stage Lighting and PA System. The stage lighting and systems are jointly owned by the Town Trust and other organisations. The system is kept locked and arrangements must be made with the Town Trust if it is required. It must only be operated by an approved technician and the system requires a laptop and dedicated software for its function. Use of the system may incur an extra fee.

17. Payment. Hirers will be required to pay a refundable Damage Deposit. This may vary depending on the type of event but will be within the range of £100 to £250, either in cash or a cheque, to be held until the Hall has been inspected after the event. Following satisfactory inspection the deposit will be available for the Hirer to collect. Cash deposits will be required for all parties and similar events. The amount of deposit, and whether this can be by cheque or must be in cash, will be decided by the Town Clerk and is non-negotiable.

Cheques should be made payable to Wotton-under-Edge Town Trust.

Full payment of Hall hire must be made at the time of booking. Failure to pay will result in a declined booking. From 1/2/2016 the preferred method of payment will be by electronic bank transfer, details as follows:

Barclays Bank Sort Code: 20-13-67 Account: 93562875 Account Name: Wotton-under-Edge Town Trust

Booking fees and payments made by cheque or cash will incur a surcharge of £1.50 to cover bank charges. The surcharge will not apply to Damage Deposits, which are required in cash or cheque so these can be held by the Council and returned following a satisfactory inspection after the booking.

Regular Hirers: Invoices must be paid promptly, otherwise the Town Trust reserves the right to refuse future bookings.

If a payment made to the Town Trust is subsequently declined incurring bank charges we will seek reimbursement from the hirer concerned for the charge incurred.

18. Additional Safety Measures. All hirers, staff and helpers must read and be familiar with the Fire Safety Procedures. These can be found in the kitchen in the Town Hall, along with the log book which must be signed to confirm that all necessary checks have been made prior to the public enter the building. Please find attached plans of locations of fire equipment, emergency exits etc.

Hirers are responsible for the safety of their guests/anyone attending their function. They must identify and assess any potential risk posed. For large events a written risk assessment must be completed and a copy given to the Town Trust.

Bouncy Castles are not permitted in the Hall as they will damage the floor. **Under no circumstances** should tape of any kind be applied to the wooden floor on the first floor for any reason.

It is essential that all access routes, fire alarm panic buttons, gangways, exits and emergency exits are kept clear at all times and free from obstruction. Parents/carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits and emergency exits.

If any of the emergency services are called to the building for any reason, the Town Trust must be notified immediately or as soon as practicable.

Emergency contact details: Buildings Manager: Phil Wilson, 07733 102239 or Caretaker: Andrew Burns, 07555 933149

19. PPL Music Licence. Other than at a private function, recorded music may not be played unless a valid PPL licence is held by the hirer or music provider. The Town Trust may ask to see a copy of the licence. The Town Trust does not hold a licence for this purpose. For further information please see the PPL website www.ppluk.com. This does not affect live music performances.

Town Hall Fire Regulations

Attendants

1. Two attendants will be on duty the whole time the public are on the premises – one per floor.
2. Check all fire escapes are free from obstructions and unlocked.
3. Check that fire doors are not wedged or propped open.
4. Check that all exit signs are illuminated and remain illuminated.
5. Check the location of the fire alarm panel, break glass points and fire extinguishers.
6. Check for any other health and safety matters that may arise and report to Wotton-under-Edge Town Council.
7. Be aware of any special requirements needed to ensure the safe evacuation of disabled persons.
8. Record in the logbook provided to say all checks have been carried out.
9. Make a record of the number of people in the building, including performers etc.
10. Do regular checks to make sure fire exits are kept clear at all times.
11. Attendants should be readily identifiable to the public by means of conspicuous clothing or marking system and carry a torch for performances where the lights are dimmed or turned off.

Fire Action

On the discovery of a fire:

1. Sound the fire alarm.
2. Dial 999 to call the fire service, giving the correct address – Town Hall, Market Street, Wotton-under-Edge GL12 7AE
3. Do not use the lift.
4. Evacuate the building to the designated assembly point at the rear of the cinema/Crown House.
5. If possible, make sure all doors are closed.
6. If possible, attack the fire using the appliances provided. **DO NOT TAKE RISKS.**
7. Once the building is empty, **DO NOT RE-ENTER FOR ANY REASON.**

Emergency Contacts Buildings Manager: Caretaker: 07555 933149

Fire Appliances

1. Two by main entrance door - **water**
2. One by cleaner's cupboards – **CO2**
3. One by kitchen, plus fire blanket – **CO2**
4. Three at the top of the near stairs – **water, AFFF foam and CO2**
5. One by the double doors in the main hall – **water**
6. One on the balcony – **water**
7. One at the bottom of the near stairs – **water.**

Fire appliance types

Water	**CO2**	**Foam**
For use on paper, wood, textiles and fabric	For use on flammable liquids, gases and electrical fires.	For use on paper, wood, textiles and flammable liquids

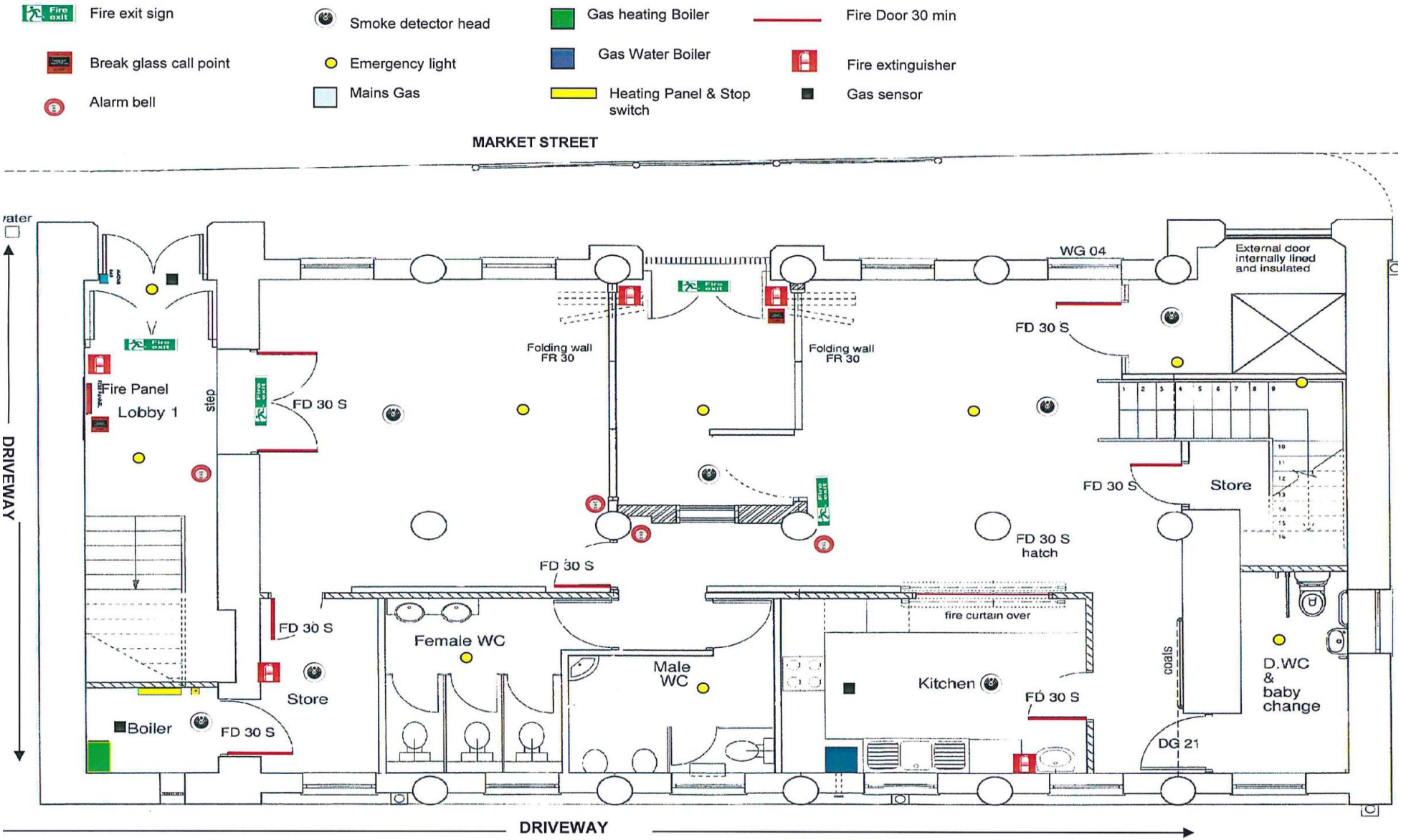
Break Glass Points

1. By main entrance doors
2. Fire panel and break glass point at the bottom of the near stairs.
3. Main hall by stage door.
4. Main hall by double doors.

The first-aid kit and eye wash can be found in the kitchen.

The fire curtain in the kitchen will lower when the fire alarm activates. Please keep the serving hatch clear under the fire curtain.

TOWN HALL GROUND FLOOR



TOWN HALL 1ST FLOOR

Fire exit sign

Break glass call point

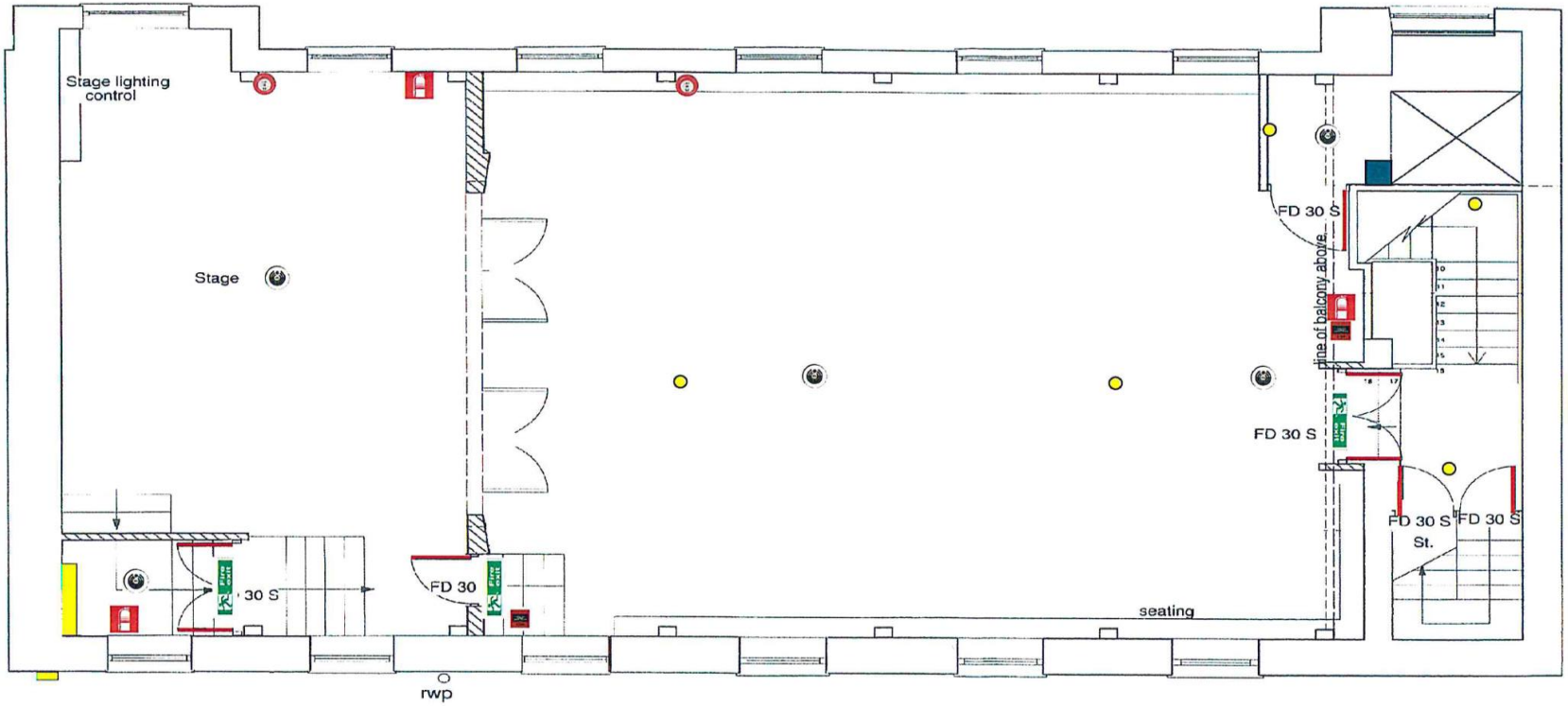
Smoke detector head

Alarm bell

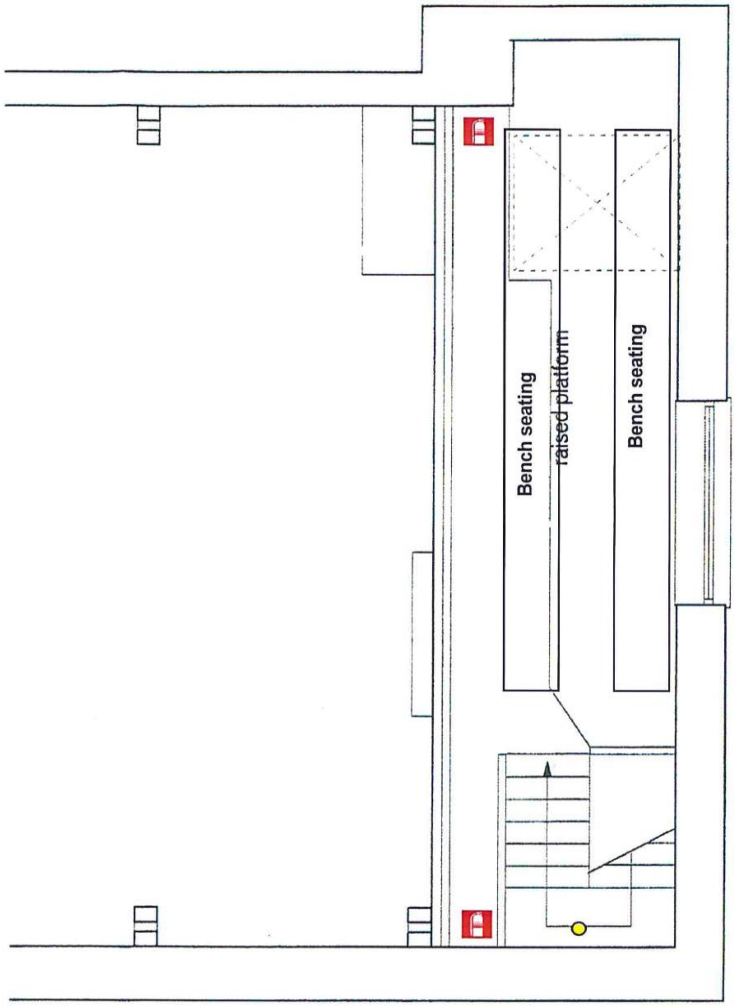
Emergency lighting

Lift controls & Elec supply

Electricity supply & fuses



TOWN HALL BALCONY

Emergency lighting

Fire extinguishers