



WOTTON-UNDER-EDGE TOWN TRUST

CHIPPING CLUB ROOM TERMS AND CONDITIONS OF HIRE

The Town Trust encourages the use of Fair Trade products in all of its venues. We also ask hirers to be mindful of the environmental impact of their event, to keep waste to a minimum and to recycle where possible.

1. Use of the Chipping Club Room. Use of the Chipping Club Room 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 Chipping Club Room.

a) Application for use of the Chipping Club Room 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 Chipping Club Room facilities is reserved by the Town Trust.

c) All arrangements for use of the Chipping Club Room facilities are subject to the Town Trust reserving the right to cancel bookings 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 Chipping Club Room 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 Chipping Club Room has a maximum capacity of 56 people standing or 46 seated. These figures are to include helpers and performers.

5. Safety Requirements. All conditions attached to the granting of the Chipping Club Room'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) Firefighting equipment shall be kept in its proper place and only used for its intended purpose.

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

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

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

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

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

h) 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.

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

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

6. Supervision. The 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

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 Chipping Club Room.

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

10. Off-loading and Loading. Hirers may off-load and load from the Chipping Car Park. There is no dedicated car parking at the Chipping Club Room. The Chipping car park is a public car park and has certain parking restrictions.

11. Nuisance.

a) Hirers are responsible for ensuring that the noise level of their function is not such as to cause inconvenience for 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 Chipping Club Room.

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

13. Curtains. Curtains must be pulled closed after the booking.

14. Furniture. All furniture and equipment shall be used only for the purpose for which it was designed and must be returned to storage after use. No nails, screws, tacks, shall be applied. No pictures should be removed without permission.

15. 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 building 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 venue 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.

16. Additional Safety Measures. All hirers, staff and helpers must read and be familiar with the Fire Safety Procedures. These can be found overleaf. All necessary checks must be made prior to the public entering the building.

Hirers are responsible for the safety of their guests/anyone attending their function. They must identify and assess any potential risk posed.

It is essential that all access routes, 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 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.

17. 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 operator. 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.

CHIPPING CLUB ROOM FIRE PROCEDURES

FIRE ESCAPES

There are two means of escape from the Chipping Club Room.

1. Via the main entrance that leads out to the car park.
2. Via the door in the kitchen at the rear of the building that leads out to a small garden area with a path leading around the side of the building to the main entrance and car park.

Please ensure escape routes are kept clear of obstructions at all times.

The ASSEMBLY POINT IS IN THE CHIPPING CAR PARK

FIRE EXTINGUISHERS

MAIN ROOM

1 Fire Extinguisher (found on the wall between the kitchen door and cupboard)

KITCHEN

2 Fire Extinguishers (found on the side of the kitchen unit next to the back door)

1 Fire Blanket (found on the wall near the back door)

First Aid Kit

FIRE PROCEDURES

On the discovery of a fire evacuate the building immediately.

Dial 999 to call the Fire and Rescue Service giving the correct address:

THE CHIPPING CLUB ROOM, THE CHIPPING, WOTTON-UNDER-EDGE, GLOUCESTERSHIRE. GL12 7AD.

Take only valuables immediately to hand. Do not go to collect other belongings.

Once the building is empty, do not re-enter for any reason. If possible, attack the fire using the appliances provided **BUT DO NOT TAKE RISKS.**

