

HESSLE TOWN COUNCIL

Conditions and Particulars of Letting Hall and Rooms, Town Hall, Hessle

APPLICATIONS

1. Hessle Town Council, whilst upholding the right of free speech, is opposed to letting its land or buildings to groups or individuals which either:
 - (a) incite violence
 - (b) incite racial and/or religious hatred or discrimination
 - (c) are coercive or oppressive
 - (d) are anti-democratic

The Council will decide each application on its merits and reserves the right to exercise its discretion and refuse to accept any booking. The Council will also have regard to the safety of the premises, staff and the public. Examples of groups or individuals which will be excluded from hiring the premises include those which are racist, neo-fascist, support terrorism or are coercive religious or quasi-religious sects or organisations.

The hiring out/rental agreements of organisations such as schools, Local Authority premises etc. include a requirement that the hiring organisation, where it provides services for children, provides confirmation that a child protection policy is in place as a pre requisite to hiring.

Those applying for a booking for the first time, should provide supporting background information to enable the request to be determined in accordance with the above policy.

2. No reservation can be made for a date more than 12 months in advance from the date of application.

HIRING CHARGES

3. Details of hiring charges are supplied separately to this list of conditions.
4. The Council reserves the right to vary the Scale of Charges by such amounts as they may consider appropriate, and the amount charged will be the scale in force at the date of the function.
5. Hirers should note that any excessive time used in addition to the period booked will be charged for at the appropriate rate and this will be at the discretion of the Town Clerk. This includes any time used for preparation or clearing.
6. Bookings will be confirmed only when the booking form is received. The Town Council reserves the right to demand payment prior to the event, otherwise all bookings must be paid for in full on receipt of an invoice from Hessle Town Council within 30 days. Late payments will be subject to an administration levy charge.

7. The Town Clerk has discretion to require the hirer to pay an indemnity – by means of a returnable cheque of £250.00 to cover any damages which may be caused by the hirer.
8. All hiring charges for the use of the halls should be paid to Hessle Town Council. No additional sums should be paid to any employee. Please indicate if you require a receipt.
9. A discount of 10% will only be offered to registered charities or persons holding functions to benefit a charity where the charity has a service point in Hessle and which offers services to residents of the town and neighbouring area.

CANCELLATIONS

10. The Council reserves the right to cancel a booking (24 hour notice, minimum), if the Hall is required for any Civil Emergencies.

Hirers must inform the Council of their cancellation of a booking, giving at least 24 hours notice. Failure to do so will invite a charge from the Council to cover Administration/Caretaker time and loss of opportunity to re-hire the room.

NOISE LEVELS

11. Any authorised representative of the Council shall have the authority to satisfy himself on the level of sound and conduct of operation of any musically accompanied function and may instruct the hirer, or person in charge, to make adjustments as are requested.
12. At discotheques, dances and musical concerts, open to the public no “passes out” shall be granted and there must be no admittance after 10.00 p.m.
When music is played live or recorded, all windows and doors are to be kept closed.

COMMERCIAL GAIN USE

13. All applications for bookings which are for commercial gain requires specific approval by the Council and if approved a surcharge will be made. The amount of the surcharge will be indicated on the Booking Form.

CONDUCT OF FUNCTIONS

14. The Hirer is required by this agreement to ensure that before all public performances, the “FIRE NOTICE”, situated in the foyer of the Town Hall and attached to this agreement be read out.
15. The maximum number who may be present is Main Hall – 250, Large Front Room – 65, Small Front room – 15, Bar/Lounge 30 and Upper Hall 60.
16. The hall is available for hire from 9.00 a.m. but in special circumstances it may be possible to commence hire earlier.

17. No function is permitted after midnight on Saturdays or after 1.00 a.m. on other weekdays, Sundays 10.00 p.m.
18. Hirers must ensure that adequate preparation and clearing time is included in the period of hire. Any overstay will be charged for.
19. The hirer must ensure that the hall is cleared and closed within minutes of the expiration of the letting.
20. No decorations, furnishings etc. are to be fixed without the prior approval and consent of the Town Clerk, and if so approved shall be fixed on the day of hire and removed no later than 9.00 a.m. on the following day, or at an agreed time.
21. No posters advertising any function are permitted to be displayed on the doors, walls or windows of the Hall, except by arrangement with the Town Clerk or his/her representative.

Use of the Town Council's proper notice-boards situated in Hessle, can be made for a small charge.

22. The hirer shall be responsible for the provisions of an adequate number of responsible attendants, including a doorman, at the following functions:

Discotheques
Dances
Musical Concerts
Dramatic Performances
Wedding Receptions and Celebrations
Parties and Birthday Parties
Shows

(This should be a minimum of 1 adult to every 25 members of the public.)
Door Staff may also be requested at the discretion of Hessle Town Council.

23. The hirer will be responsible for any loss in respect of any clothing or article lost, stolen or missing from the Hall or for any damage to any such clothing or article.
24. The hirer must remain on the premises throughout the period of booking.
25. Should any damage be caused to the furniture, fittings, fabric or property of the Council, or should any article owned by the Council be lost or missing, the expense of making good or replacing the same shall be payable by the hirer.
26. As the hirer may be responsible for any damage caused to the hall, consideration should be given to purchasing adequate insurance in respect of this.
27. Hirers should also ensure that adequate insurance cover is provided to cover any accidents to persons or property, which is not attributable to the Council, during a period of hire.

28. The hirer shall strictly obey and observe all the rules and regulations of the Council as to the arrangement of seats and gangways, and conditions with respect to entertainments, and shall be responsible for any breach thereof.
29. Before the function begins please consult the Caretaker on fire precautions and action to be taken in the event of a fire on the premises.
30. No naked flames, gas bottles, smoke machines or devices of any similar sort shall be brought onto the premises. This restriction includes such items as calor gas bottles, propane gas bottles, apparatus and facilities for the inflating of balloons and similar provisions. Items of a hazardous, or potentially hazardous nature are forbidden for use on Council premises in view of the safety factors, which must be observed in the usage of all public premises.
31. Hirers must have particular regard to the conduct of persons leaving the Hall after a function and the conduct of persons outside the hall during the function.
32. A hirer shall not permit anything that is indecorous or improper or likely to cause annoyance, discomfort or disturbance, to the occupants of the Hall or to any resident living in the vicinity of the Hall.
33. Hirers shall make adequate provisions to ensure no damage occurs during the function and that the Hall is left clean and tidy at the end of the hiring.
34. Hirers must also ensure that the Hall is thoroughly checked after the function before vacating the premises, in the presence of the Caretaker if possible.
35. Car parking is available, however spaces are limited. The hirer is responsible for ensuring that none of the entrances and exits to the hall is obstructed by any vehicles.
36. The consumption and sale of alcohol is subject to the approval of the Council in accordance with the Town Hall Premises Licence.
39. No animals are permitted in the Hall except:
 - (a) Where a guide dog accompanies a blind person
 - (b) Where a booking has been accepted for a Dog Show, Bird Show, Fur & Feather Show or any other event involving animals (A Code of Practice relating to such bookings will be supplied to the hirer and the regulations in the Code must be strictly adhered to.)
40. Bicycles are not allowed into the building, but cycle racks are available to the rear of the kitchen, outside the Town Hall.
41. Except where caterers are employed by hirers, e.g. at wedding receptions, the use of a reasonable amount of crockery is permitted free of charge. Hirers are responsible for the cost of replacing any breakages and for ensuring the crockery is left clean and tidy. Tea towels, etc. are not provided.

42. It is a condition of the letting that all legal requirements (and in particular the Betting, Gaming and Lotteries Act 1963 and other related legislation) are strictly observed. If you are any doubt as to these requirements you should consult the Council, the Police or your Solicitor.
43. The Hall is licensed for Public Entertainment and for Theatrical Performances and for the consumption of alcohol. Alcohol must on no account, be consumed by persons under the age of 18 years.
44. The Police shall at all times have free access to the Hall on demand.
45. When live music is played or sung, the hirer must ensure that a return giving details of music played is forwarded to the Town Clerk of the Council within 3 days after the occasions. The hirer will be charged a minimal Performing Rights Society levy on their invoice.
46. For information regarding playing of recorded or live music contact the Music Licensing Officer, Performing Right Society Limited, Elwes House, 19 Church Walk, Peterborough, PE1 2UZ, Tel: 0870 333 7003 or go to: www.prsformusic.com
47. The Town Council operates a **No-Smoking** policy throughout the entire building and its environs, including the car park and the hirer is responsible for making their guests etc. aware of this, prior to commencement of the event.
48. The use of "smoke machines" within the Town Hall is strictly prohibited. Use of these machines has resulted in the past of the smoke alarms being triggered off and a call out of emergency services.

Anyone not adhering to this condition will be charged for any necessary call out fees.
49. Hessle Town Council reserves the right to give the hirer 4 weeks notice if a room is required as a matter of urgency.
50. For safety reasons, no foil confetti is permitted for use in the Town Hall.
51. Bouncy Castles - If a Bouncy Castle is hired with a supervisor, the supplier **MUST** have their own Public Liability. The hirer is obliged to provide a copy of the above to Hessle Town Council before the event takes place.

CARETAKER

52. The Caretaker of the Hall will attend to the lighting, heating and ventilating apparatus. He will also lay out seating and other furniture in preparation for functions by arrangement with the hirer. A cover may be laid on the floor of the main Hall unless the floor is required for dancing.

53. The Caretaker will be responsible for the opening and closing of the premises, by arrangement.

54. The Caretaker's telephone number is 01482 648966.

FURTHER ASSISTANCE

55. For further assistance please contact the Town Clerk on (01482) 648566 (Fax and Answer phone).

SPECIAL EQUIPMENT

56. If you require use of any of the following special equipment, you will need to put your request in writing to the Town Clerk, to make prior arrangements.

- (a) Access Tower Ladder
- (b) Stage Lighting and remote equipment
- (c) Bunting.
- (d) Amplifier/microphones

57. Town Hall users have free access to our wifi on: HTCwifi1897



Revised 14th May 2014

FIRE ACTION

ON DISCOVERING A FIRE

1. Sound the alarm.
2. Dial 999 to call the Fire Brigade.
3. If possible, tackle the fire using the appliances provided. (Do not endanger yourself or others in doing so.)

ON HEARING THE FIRE ALARM

4. Leave the building by the nearest available exit – Front Door or Side Emergency Exits.
5. Close all doors behind you.
6. Report to the person in charge of your assembly point at the Front Car Park.
7. Do not take risks.
Do not stop to collect personal belongings.
Do not use lifts.
Do not re-enter the building for any reason unless authorised to do so.
8. On hearing the alarm and after evacuating the building, please contact one of the following key holder.

(Caretakers)
Tel: 07951143687 or
07718291099