

VICTORIA HALL STANDARD CONDITIONS OF HIRE – to be retained by the Hirer

The Victoria Hall is owned and managed by Grange Town Council.

These standard conditions apply to all hires in the Victoria Hall.

If the Hirer requires clarification of any condition of hire, they should contact the Victoria Hall Manager or the Town Clerk on 015395 32375 or email: council@grangeoversands.net

1. Use of the Hall

The Hirer shall not use the premises for any purpose other than that described in this agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. The Hirer shall not allow the consumption of alcohol on the premises without written permission.

2. Applying to Use the Victoria Hall

Applications to hire the Victoria Hall shall be made to the Victoria Hall Manager.

The right to refuse any application is reserved to the Town Clerk.

All arrangements for the hire of the Victoria Hall are subject to the Town Council reserving the right to cancel bookings.

3. Maximum Capacity

The Victoria Hall has a maximum capacity of 290 seated 'theatre-style' or for dancing, and 150 seated 'cabaret-style'. On no account shall these figures be exceeded.

4. Supervision

The Hirer or person in charge of the event or activity shall not be under 21 years of age and shall be on the premises for the entire period of the hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment there shall be a minimum of three persons on duty as stewards, none of whom shall be less than 21 years of age.

Stewards will assist the Victoria Hall staff to remove any person behaving in a disorderly or abusive manner.

The Hirer shall, during the hire period, be responsible for supervision of the premises, the fabric and contents of the building and the behaviour of all persons using the premises. As directed by the Victoria Hall Manager, the Hirer shall make good or pay for any damage (including accidental damage) to the premises or its fixtures, fittings or contents or loss of contents.

Where regular hirers such as local clubs and societies are granted access to the hall outside of the designated hiring period they shall assume responsibility for the building including proper use of the alarm system and shall ensure that a minimum of two people are in the building at all times.

Any failure of equipment belonging to the Town Council must be reported to a member of Town Council staff as soon as possible.

5. Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Town Clerk.

6. Licences

If licences are required in respect of any activity in the Victoria Hall the Hirer should ensure that they hold the relevant licence or that it is held by the Victoria Hall.

The Victoria Hall holds a Performing Rights Society Licence which permits the use of copyright music. Where a charge is levied by the Performing Rights Society for such use, eg for performance in person, this charge will be passed on to the Hirer.

The Victoria Hall has a Premises Licence authorising the following regulated entertainment and licensable activity at the times indicated:

Activity	Hall Licensed? (Yes/No)	Times for which the activity is Licensed
a) The performance of plays	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
b) The exhibition of films	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
c) Indoor sporting events	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
d) Boxing or wrestling entertainment	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
e) The performance of live music	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
f) The playing of recorded music	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
g) The performance of dance	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
h) Anything of a similar description to that falling within e), f), or g).	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
i) Making music	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
j) Dancing	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
k) Entertainment of a similar description to that falling within i) or j) (indoors).	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun
l) The sale by retail of alcohol for consumption ON the premises only	Yes	9am to 12.30am Mon to Sat, 9am to 10.30pm Sun

Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the Hirer shall be responsible for obtaining such authorisation as may be needed. In order to hold a licensable activity not covered by the Victoria Hall’s Premises Licence a Temporary Event Notice (TEN) will need to be submitted to the licensing authority. Permission must be sought from the Town Council before submitting a TEN. Failure to seek such permission so will result in the cancellation of the hiring without compensation.

7. Sale of Alcohol

The Hall is licensed for the “Sale of Alcohol”. However, alcohol shall not be sold during the hire period, unless prior permission has been granted from the Town Council. For the avoidance of doubt, sale of alcohol includes alcohol

provided 'free' as part of an entrance charge, and arrangements such as raffles where purchase of a raffle ticket entitles the holder to an alcoholic drink.

8. Public Safety

All conditions attached to the granting of the Victoria Hall's Premises License shall be strictly observed.

9. Accidents and Injuries

The Hirer must report all accidents involving injury to a member of Town Council staff **as soon as possible** and complete the relevant section of the Town Council's accident book. Certain types of accident or injury must be reported on a special form to the local authority; the Town Clerk will give assistance in completing this form. This is a requirement of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A First Aid box is available to users of the Victoria Hall and is located in the kitchen on the wall adjacent to the external door. An AED (Automated External Defibrillator) is located in the foyer, opposite the Information Centre.

10. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

11. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them onto the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

12. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The kitchen is provided with a refrigerator.

13. Flammable Substances

The Hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises. No internal decorations of a combustible nature shall be put up without the consent of the Council. No decorations are to be placed near light fittings or heaters.

14. Drunk and Disorderly Behaviour

The Hirer shall take care to ensure that users of the Victoria Hall during the hire period avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being under 18. Alcoholic drinks shall not be consumed or taken outside of the Hall.

15. Smoking

Smoking is strictly prohibited within the Hall. The Hirer is responsible for providing a receptacle for people wishing to smoke outside the building and shall ensure that all associated litter is cleared away at the end of the hire period.

16. Noise and Nuisance

The Hirer is responsible for ensuring that the noise level of functions is not such as to interfere with other activities within the building nor to cause inconvenience to the occupiers of nearby houses and property.

Litter shall not be left in or around the Victoria Hall premises.

Except in the case of Guide Dogs, no animals shall be admitted to the Victoria Hall.

17. Compliance with the Children Act 1989

The Hirer shall ensure that any activities including children under sixteen years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where vulnerable adults are taking part in activities). The Hirer shall provide the Town Council with a copy of their Safeguarding Policy on request.

18. Loss of Property

The Town Council cannot accept responsibility for damage to or loss or theft of users' property and effects.

19. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

20. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Town Council is unable to book the hall to an alternative Hirer, the question of the payment or repayment of the fee shall be at the discretion of the Town Council.

The Town Council reserves the right to cancel any hiring. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Town Council shall not be liable for any resulting direct or indirect loss or damages incurred by the Hirer whatsoever.

21. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Town Council shall be at liberty to make an additional charge. All rubbish shall be removed from the Hall and disposed of by the Hirer.