

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

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

These standard conditions apply to all hires of the Victoria Hall. For clarification of any condition of hire contact the Hall Manager on hallmanager@grangeoversands.net or 015395 32375.

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 specific permission.

2. Key Holder Policy (see key holder policy)

Hirers that are provided with a key must look after the key and never give it to anyone other than trusted members of their organisation and return it to the hall immediately after the event. The key should be used for the sole purpose of accessing the hall for their event and locking up after the event. All door and alarm codes are for the sole purpose of accessing the hall for their event.

3. Booking rooms at the Victoria Hall

You can book rooms in the Victoria Hall by contacting the hall manager on hallmanager@grangeoversands.net. We reserve the right to refuse any application for any reason.

4. Maximum Capacity

Our premises licence for the main hall only allows a maximum capacity of 292 seated 'theatre-style' and 150 seated 'cabaret-style'. On no account shall these figures be exceeded.

5. Public Liability Insurance

You will need public liability insurance if you are running any sort of event involving the public (private events are exempt). You must provide us with proof of insurance when finalising your booking.

6. Supervision

The Hirer or person in charge of the event or activity shall not be under 18 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 Council's front of house 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 Town Clerk, 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 always in the building.

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

7. 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 Hall Manager.

8. Licences

The Victoria Hall holds a PPL/PRS for Music licence which permits the use of copyright music. Where a charge is levied for such use, eg for performance in person, this charge will be passed on to the Hirer.

The Victoria Hall has a Premises Licence (PL(A)0883) [click here](#) for details.

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

9. Running a bar

If you are running a bar, ensure you are familiar with the current legislation, and that you communicate these to the staff/volunteers who will be serving on the Bar, including the Safe Consumption of Alcohol, Challenge 25 and Ask for Angela policies, and completing the Challenge 25 register at the end of the event.

10. Fire Safety

The responsibilities of the Hirer regarding Fire Safety, as outlined in the document 'Fire Safety Victoria Hall – Hirers Information and Responsibilities' shall be strictly observed.

11. 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.

A First Aid box is available to users of the Victoria Hall and is in the kitchen on the wall adjacent to the external door.

12. 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.

13. 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.

14. Health and Hygiene

The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.

15. Smoke Machines and Inflatables

Under no circumstance must smoke or haze machines or inflatables be used in any part of the building.

16. Flammable Substances

The Hirer shall ensure that flammable substances are not brought into or used in any part of the premises. No decorations are to be placed near light fittings or heaters. The use of candles or any naked flame is not permitted.

17. 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.

18. Smoking and Vaping

Smoking and vaping are 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. Smoking is not permitted in any side alleyway; smokers should not smoke within 5m of a doorway.

19. 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 unless specifically requested and permission granted.

20. Safeguarding

Hirers must ensure that any activities involving children under sixteen years of age and/or vulnerable adults comply with the latest Safeguarding legislation. The Hirer shall provide the Town Council with a copy of their Safeguarding Policy on request.

21. Loss of Property

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

22. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with relevant current legislation.

23. Cancellation

At our discretion a cancellation fee may be charged to any hirer who cancels their booking/s:

More than 30 days before the date of the event = NO cancellation charge.

Between 30 and 15 days to the date of the event = 30% of the total hire charge.

Between 14 and 4 days to date of event = 50% of the total hire charge.

3 days before date of event = Full total hire charge.

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.

24. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, (all bins emptied, and rubbish and recycling removed by the hirer, toilets checked and clean, all kitchen equipment cleaned and put away)

The building should be 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.

25. Privacy

Grange Town Council will only use any information that you give us to provide services that you request.
For more information see our Privacy Notice: www.grangeoversandstowncouncil.gov.uk