



Chard Town Council @ the Guildhall

Terms and Conditions of Hire

GENERAL TERMS AND CONDITIONS

1. "The facilities" means the premises and/or the equipment/cutlery etc, belonging to Chard Town Council that the hirer has booked for the hire either on Chard Town Council property or elsewhere.
2. The person signing the application form shall be deemed to be the "Hirer" and must be over 18 years of age.
3. Normally all bookings must have a minimum hire time of two hours and be confirmed by signing and returning the booking confirmation form after checking all requirements **within 2 weeks of a provisional booking being made. Failure to confirm a booking may render it void.**

Any additional details should be provided and include stipulation of equipment needed such as the "tower" used to erect stage lighting etc. A floor plan for table and chair layout, including maximum numbers to attend must be agreed with Chard Town Council at least 7 days prior to your event.

4. Booking deposits may be required for commercial hirers and new bookings. For **Single Events**, payment of the estimated hire charge must be made in full and any cheque must be cleared at least 14 days prior to the event taking place. Should the event times change or additional costs be incurred a further invoice will be raised once the event has taken place:
5. The Hirer will be invoiced for any breakages, damage or graffiti or for any item of council property removed from the premises. An additional charge will be made for caretaker cleaning time, after the event finish time, that is in excess of 1 hour for any hire not including a bar/alcohol or 2 hours for an event which includes a bar/alcohol.
6. **If there is to be alcohol at the event it is the hirer's responsibility to contact the licence holders. In addition, the appropriate box on the confirmation form must be ticked.** Hirers are not permitted to supply alcohol at any event through their own licence or Temporary Event Notice.

7. Where the Hirer signs the confirmation form on behalf of any Club or Organisation, they shall be deemed to have authority to sign in that capacity and shall be jointly and severally liable with the applicant for any breach or non-observance of conditions.
8. Alterations and cancellations of confirmed bookings will incur charges at the published rates.
9. While Chard Town Council will take every care to ensure that the facilities are available as booked, it reserves the right to amend or cancel bookings as a result of circumstances or the suitability of the hirer.
10. The facilities will be solely for the purposes described on the Booking Confirmation Form. If the booking relates to a regular and continuing commitment this one undertaking shall be binding for all occasions when the facilities are used.
11. All hirers must have a designated responsible person in the building for the duration of the hire. The responsible person must make themselves known to the caretaker at the start of the hire.
12. "The maximum number of persons to be allowed in the Guildhall at any time shall be:

Guildhall Auditorium:

When used with the balcony for a closely seated audience	240
When seating is provided at tables	150
When used for dancing and some seating is also Provided at tables	330

Town Hall **60**

Mayor's Parlour **20**

13. The Hirer shall be responsible for the provision of all information, instruction and/or supervision as is deemed necessary to ensure the safety of any activity for which the facilities are used. The Emergency procedures within these conditions are to be read out at the start of your event. Regular hirers, please keep these for your future bookings.
14. The behaviour of all persons attending is the responsibility of the Hirer. **Children must be supervised at all times.**
15. The Hirer shall be liable for any loss or damage to any property arising out of the hire, or any loss, damage or injury to any person or persons using the facilities during the hiring, and the Hirer indemnifies Chard Town Council against any such loss damage or injury.
16. Hirers should consider and effect any insurance cover deemed necessary for risks not covered herein. As a minimum **Public Liability Insurance must be effected for all events which are open to the public.** A certificate demonstrating sufficient

cover may be requested prior to the event.

17. **Fire exits must be kept clear at all times.** It is the responsibility of the hirer to ensure that fire exits are clear for the duration of the event. If a fire breaks out, the written instructions posted in each venue should be strictly adhered to.

18. **Fire Exits:**

- Exit from Main Auditorium through cafe onto Howards Row
- Exit from Main Auditorium through lobby next to stage on to Howards Row.
- Exit from stage left onto Commercial Row
- Exit from stage right onto Commercial Row
- Exit from foyer through lift lobby, up first section of escape stairs, onto Howards Row

19. Please ensure that all members of your party are made aware of the means of escape prior to each hiring.

20. The Hirer must confine access to parts of the facilities that are included on the Booking Confirmation Form. If it is found that any member of the Hirer's party has accessed any area of the venue that have not been booked, the relevant charge for that area may be made.

21. Hirers must be aware of the level of noise generated during an event. Noise levels should be kept to a reasonable level such that no nuisance is caused in the surrounding area and there are no health risks to people attending the event.

22. The facilities must be kept clean and tidy and must be left in the same condition as found at the start of the booking. Any equipment used must be put back afterwards. All recyclable goods are to be removed at the end of the hire.

23. A qualified supervisor must be in attendance during all activities where the hiring organisation is a youth group.

24. No naked flame whatsoever, including but not limited to candles, tea lights etc shall be permitted anywhere in the building.

25. No animals, except registered assistance dogs, shall be permitted in the building without prior written approval from Chard Town Council.

26. In the event of a breach of these conditions Chard Town Council reserves the right to cancel bookings and curtail or close events in progress.

27. The Hirer undertakes to ensure that all stewards are fully aware of these regulations and their delegated responsibilities and to carry them out rigorously.

The signing and returning of each Booking Confirmation Sheet you receive shall denote that the hirer has read and agrees to be bound by the Terms and Conditions of Hire as set out hereto.

It is the responsibility of the hirer to ensure this booklet is read by any person

who makes a booking on their groups behalf.

Terms and Conditions of Use of Guildhall Kitchen and/or Pantry

Cleaning and Hygiene Procedures

28. After using the kitchen all debris and food waste must be removed. Please leave the kitchen in a clean, tidy and hygienic condition. When arriving at and vacating the kitchen please sign to confirm that the kitchen is in an acceptable condition.

On arrival and before leaving you must ensure that the duty Caretaker is asked to check that the condition is satisfactory.

There is a limited amount of crockery and utensils available. It is the responsibility of the Hirer to ensure they have all the equipment needed for the purposes of the hire.

Please note: The chopping boards are colour coded according to their usage. Only use the colour chopping boards according to the following usage list:

<u>Kitchen</u>	Red:	Raw Meat
	Green:	Salad/Fruit Products
	Brown:	Vegetable Products
	Yellow:	Cooked Meats
	White:	Bakery and Dairy Products
<u>Pantry</u>	Blue:	Meat/Meat Products
	White:	Non-Meat

Food **MUST NOT** be left in the Kitchen/Pantry

29. On hearing the fire alarm, please vacate the building via the nearest fire exit. On exiting the kitchen, press the red buttons on the left in the corridor to cut off the gas and electricity supplies to the kitchen.

30. Only authorized persons are allowed in the kitchen, please refer to the member of staff on duty. No children under the age of 14 are permitted in the kitchen area. Children between the ages of 14-18 should be supervised at all times and a full risk assessment must be undertaken. The counter hatch is to be closed at all times.

31. The member of staff on duty is allowed access to the kitchen/pantry area at any time. Any instruction given by the member of staff on duty regarding hygiene in the kitchen/pantry must be complied with.

Preparation of Food

32. It is the responsibility of the hirer to ensure that food is prepared and served in a hygienic way.

33. Providing food on a regular basis: It is the responsibility of the Hirer to contact South Somerset District Council 01935 462462 to ascertain whether they or their food provider need to register as a Food Business. It is also the responsibility of the hirer to ensure they have appropriate food hygiene training, proof of which may be requested prior to the event.

34. No Deep Fat Frying equipment shall be permitted anywhere in the building.

Additional Regulations for Discos, Dances Music

Concerts and Performances

35. There must be sufficient stewards on duty at all times; the number to be agreed with Chard Town Council according to the number of people expected at the event and the type of event.

36. It is the responsibility of the Hirer to supply the names and addresses of Stewards to Chard Town Council, no later than 14 days before the event. Failure to do so could result in cancellation of your booking without notice. The Stewards must report to the caretaker on duty at the start of the event.

37. The number of Fire Wardens is to be agreed with Chard Town Council according to the number of people expected and the type of event. 38. No member of the public/guests shall be admitted until all stewards are present.

39. Stewards must remain until all public/guests have vacated the building to the caretaker's satisfaction.

40. A Steward must at all times be present at the main front doors, a Steward must at all times be present by the side fire doors in the main hall, a Steward must be aware at all times and ready to monitor the door to the lift lobby on the ground floor should it be necessary.

41. No-one under the influence of drink or drugs shall be admitted and refusal to right of admission can be imposed.

42. The Hirer is liable for a surcharge if the premises are left in an exceptionally dirty condition.

43. Hirers are responsible for any damage to the building that occurs during the hiring period.

44. Charges will be as determined by the Council and will be changed from time to time.

45. At junior discos the upper age limit of dancers is to be 18 years and no alcoholic drinks are to be brought into the premises.

46. Only upon full approval and conditions of use from Chard Town Council can the pyrotechnics or effects be used during a performance. If a Hirer wishes to use any pyrotechnics, smoke effects or any other smoke-producing device during their performances, they must advise the Council **no later than 4 weeks** prior to the first event.
47. Hirers are obliged to **supply full details of the effects to be used**, i.e. manufacturer, model, the way in which they will be utilised and clarification that the person operating them is qualified to do so, along with a Risk Assessment for the Council's approval.
48. Should a hirer wish to make use of drapes, scenery or set not included in the facilities provided, it is their responsibility to ensure that the Council is supplied with relevant fire certificates **no later than 4 weeks** prior to the first show and that any paint used is fire retardant.
49. No lasers, strobes or other form of high intensity lighting equipment should be installed or used without prior approval. Hirers are obliged to advise the Council no **later than 4 weeks prior to the first performance** and must supply full details of the lighting to be used along with a Risk Assessment for approval.

Regulations for Discos, Dances, Music
Concerts and Performances and parties for minors

50. It is important that you have a sufficient number of adults in place to ensure the safety of children and that these adults are suitable to undertake these tasks. The level of supervision must be appropriate to the children involved, including their age group and needs. The adult who signed the booking confirmation form must be in attendance throughout the event.
51. No alcoholic drinks are to be brought into the Guildhall. All alcohol at your event must be arranged via the Licence Holder at the Guildhall. Registered Door staff will be required, to be agreed and arranged with the licensee.
52. We reserve the right to have bags checked and to eject persons from the premises along with anyone accompanying that person.
53. Payment of the estimated hire charge must be made in full and any cheque must be cleared at least 14 days prior to the event taking place. Should the event times change or additional costs be incurred a further invoice will be raised once the event has taken place: The Hirer will be invoiced for any additional breakages and cleaning deemed to be necessary.

**EMERGENCY PROCEDURES
PUBLIC EVACUATION NOTICE**

TO BE READ OUT AT EVERY PUBLIC EVENT

Unless you have been advised of a fire drill taking place during your event you must assume that the sounding of the fire alarm, a continuous two-tone sound, indicates the need for you to leave the building. The sections below outline the fire escape routes for each area of the Guildhall. The assembly point for all areas is to the front of the Guildhall in Fore Street. It is your responsibility to ensure that those attending your event are aware of these procedures.

The fire warden (s) you have to appoint must ensure that the area you have hired is cleared promptly and all your attendees go directly to the assembly point without any diversion to collect personal belongings. The lift is not to be used. Once the area is cleared the warden(s) must report this to the Caretaker stationed at the main front doors.

Should we need to evacuate the building please leave by the following routes:

MAIN AUDITORIUM

Fire exits are located at both ends of the main auditorium. One leads through the cafe area, the other through the foyer between the cafe and the stage. Both of these exit into Howards Row, access to the assembly point is via the archway to the right as you leave the Guildhall.

The alternative fire escape route is via the main front doors.

CAFE AREA

Leave via the fire exit located in this area, into Howards Row access to the assembly point is via the archway to the right as you leave the Guildhall.

The alternative fire escape route is via the main front doors.

BALCONY, IF IN USE

The fire exit is at the rear of the balcony, clearly marked to the side of the entrance doors.

This leads to the escape stairway and out to Howards Row, access to the assembly point is via the archway to the right as you leave the Guildhall.

The alternative fire escape route is via the main front doors.

STAGE & DRESSING ROOMS

The fire escape route for these areas are to the rear of both areas. These exit to the rear of the Guildhall, access to the assembly point is via Howards Row and through the archway.

The alternative fire escape route is via the route shown for the Auditorium or the main front doors.

TOWN HALL

The fire exit for the Town Hall is either via the door on the left-hand side facing the front of the room or via the main staircase to the reception area to the main glass doors.

MAYOR'S PARLOUR

Use the staircase outside of the entrance of the room to the ground floor turning left at the bottom and then through the door into the main foyer and exit via the glass doors to the assembly point in Fore Street.