

**GODMANCHESTER TOWN COUNCIL**

# **Hire and Use of Halls Policy**

**December 2019**

# **GODMANCHESTER TOWN COUNCIL**

## **HIRE AND USE OF HALLS - TERMS AND CONDITIONS**

Halls and meeting rooms at Queen Elizabeth School (QES) and Judith's Field (JF) referred hereafter as the Facility/Facilities, are available for hire on a casual or regular basis.

There are kitchen and toilet amenities at both venues. These may need to be shared with other users unless the whole building is hired. WI Fi and AV presentation equipment is available at QES. There is no public phone and hirers should ensure they have a mobile phone available in case of emergency. Car parking may be available at QES but this cannot be guaranteed. There is a carpark at JF.

QES small hall	(maximum capacity - 50 people)
QES large Hall	(maximum capacity - 100 people)
JF Hall	(maximum capacity - 50 people)
JF Meeting Room	(maximum capacity – 30 people)

### **1. BOOKINGS.**

Bookings are not accepted from anyone less than 21 years old, and may be made by both the general public and commercial organisations. A minimum booking period of 2 hours applies for Casual Hirers unless special circumstances apply. All events must conclude no later than 11pm.

All bookings are made via the Town Office. Except under special circumstances, bookings are not allowed on any Bank Holiday Monday

Queen Elizabeth Hall is a grade 2 listed building, and Judith's Field has been newly renovated. Prior to submitting any booking the proposer must confirm detail of the intended use of the Facilities and submit a Risk Assessment to the Town Office [see Annex A]

Back-to-back bookings are commonplace, and hirers must vacate the Facility on time. The booking period must, therefore, include adequate time for the hirer to set-up and restore the Facility.

### **2. CHARGES, DEPOSITS, PAYMENT AND TERMINATION**

There is an hourly charge for the use of the Facilities and, to cover additional staff costs incurred in anti-social hours, additional supplementary charges are applied to weekend bookings which conclude after 8pm. Commercial use is subject to a special Supplement, but this may incur an additional surcharge should, for example, a commercial hirer intend to sub-let space. All charges are subject to VAT and are set by Godmanchester Town Council, who reserve the right to review the rates on an annual basis. Current charges are at Annex C.

A refundable deposit is levied on events such as parties where there may be risk of inadvertent damage occurring.

Regular Hirers are required to pay their first payment in advance and all invoices thereafter are due by the end of the month in which the hire takes place. An administrative charge of £10.00 will be charged for any late payments, and cancellations made within 7 days will be charged in full.

For all other Hirers, Hourly Charges, Deposits and any Supplementary Charges/Surcharges will normally be paid at the time of Booking. Bookings may be cancelled subject to the following conditions:

14 Days' Notice or more: Full refund. Less than 14 Days' Notice: Loss of Booking Fee. Deposits and Supplementary Charges/Surcharges are fully refundable in the event of cancellation

The Council reserves the right to terminate the hiring at any time for reasons outside its control and to return to the Hirer any monies paid. The Council shall not be under any liability to the Hirer for any loss or damage they may sustain out of such a termination

### **3. DAMAGE**

The Hirer shall be responsible for any damage or loss or to any fixture, fittings, apparatus, equipment, furniture or any other components, occurring during the use of the Facility and shall pay the Town Council the cost of repairing or otherwise making good such damage or loss. The Town Council reserves the right to retain the deposit against the cost of any damage.

### **4. BEHAVIOUR AND CONTROL OF ENTRY**

The Hirer shall use best endeavour to ensure that users will behave with propriety and with due regard to the care of public and neighbouring property and of other users in the Facility. The Facility will be opened by the Council site manager at the time the booking commences. But hirers may wish to arrange for their own door stewarding to prevent unwelcome visitors and potential vandalism.

### **5. CLEARANCE OF PREMISES**

The Hirer shall ensure that the Facility is left in a tidy and orderly condition at the end of the period of hire. All refuse must be removed from the premises and taken away. Litter is not to be left outside the Facility. Failure to comply with this requirement may result in the retention of all or part of the Hirer's deposit

### **6. LOSS OR INJURY**

The Council accepts no responsibility for personal injury or loss of or damage to any personal property at the Facility

There is no FIRST AID apparatus in the Facilities. Hirers are responsible for providing appropriate first aid equipment/cover in line with their Risk Assessment.

### **7. FIRE SAFETY**

All Council buildings are "No Smoking and No Vaping" areas.

Fire doors must remain closed at all times.

All other doors (including the serving hatch) must be kept closed when not in use

All electrical appliances must be TURNED OFF when not in use

All hirers should note the position of the fire extinguishers and other safety equipment and acquaint themselves with the emergency exit routes before the start of the event.

### **8. OTHER**

The Licensing Act 2003 requires hirers to obtain a temporary Event Notice from Huntingdon District Council for sale of alcohol on the premises

Assistance animals only are allowed in the Facilities

The use of Bouncy castles and smoke machines is prohibited

No long term storage space is available for regular hirers.

No Sellotape or blue-tac to be used on walls.

**9. ACCEPTANCE OF TERMS AND CONDITIONS OF FACILITY HIRING**

Hirers will acknowledge their acceptance of the Terms and Conditions for their use of the Facilities by completing the Form at Annex B.

**10. VARIATION**

The Town Council reserves the right to vary these Terms and Conditions in exceptional circumstances

ANNEX A  
TO  
HIRE AND USE OF HALLS – TERMS AND CONDITIONS

**PRIVATE RISK ASSESSMENT**

**TO BE RETURNED TO GODMANCHESTER TOWN COUNCIL: Town Hall, 1 Post Street, Godmanchester, Cambridgeshire PE29 2NB**

<b>TOWN COUNCIL PROPERTY (INCLUDING CAR PARK AREA &amp;/OR ADJACENT FIELD) TO BE USED/HIRED:</b>
<b>DATES OF USE/HIRE:</b>
<b>PERSON RESPONSIBLE FOR BOOKING:</b> (Please print and sign)
<b>DATE FORM COMPLETED:</b>

<b>ACTIVITY</b>	<b>POSSIBLE RISK TO PEOPLE OR PROPERTY</b>

<b>DO YOU HOLD INSURANCE TO COVER THESE ACTIVITIES?</b>
<b>DOES EVERYONE PROVIDING YOU WITH SERVICES HOLD INSURANCE TO COVER THESE ACTIVITIES?</b>
<b>PLEASE PROVIDE A COPY OF RELEVANT INSURANCE DOCUMENTS.</b>
<b>WILL A RESPONSIBLE PERSON BE PRESENT THROUGHOUT THE PERIOD OF HIRE?</b>

The hirer/user remains responsible for all people present, during all activities undertaken during the period of hire and the hirer remains responsible for all personal property while on Town Council premises. Hirers are responsible for the observance of the law regarding child protection, in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS check.

Godmanchester Town Council is hereby indemnified against all claims, demands, actions or proceedings in respect of any loss of damage or injury to any person or property which shall occur while such person or property is in or upon part of the premises or arises from any accident or occurrence which happens while such person is in or upon any part of the premises, or in respect of any loss or damage suffered or sustained by any person by reason of use of the premise by the user/hirer.

ANNEX B

TO

HIRE AND USE OF HALLS – TERMS AND CONDITIONS

**ACCEPTANCE OF TERMS AND CONDITIONS OF FACILITY HIRING**

**CERTIFIED THAT I HAVE READ, UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS OF HIRING THE GMC FACILITIES**

Signature

Name

Date

ANNEX C  
TO  
HIRE AND USE OF HALLS – TERMS AND CONDITIONS

**FACILITY HIRE CHARGES FROM APRIL 2019**

**QUEEN ELIZABETH SCHOOL**

<b>WEEKDAY</b>	<b>NET £</b>	<b>VAT 20%</b>	<b>GROSS £</b>
SMALL HALL	10.83	2.17	13.00
LARGE HALL	15.00	3.00	18.00
BOTH	22.33	4.67	28.00
<b>WEEKEND</b>			
SMALL HALL	12.50	2.50	15.00
LARGE HALL	16.67	3.33	20.00
BOTH	25.00	5.00	30.00

**JUDITH'S FIELD PAVILION**

<b>WEEKDAY</b>	<b>NET £</b>	<b>VAT 20%</b>	<b>GROSS £</b>
SMALL HALL	10.00	2.00	12.00
LARGE HALL	14.17	2.83	17.00
BOTH	22.50	4.5	27.00
<b>WEEKEND</b>			
SMALL HALL	11.67	2.33	14.00
LARGE HALL	15.83	3.17	19.00
BOTH	24.17	4.83	29.00

**DEPOSITS:**

£50 – Children's Parties [Up to 10 years of age]

£100 – Juvenile and Adult Parties

**SUPPLEMENTARY CHARGES [WEEKENDS AFTER 8PM]**

Non GMC resident: £75.00

GMC resident: £25.00

**\*COMMERCIAL SUPPLEMENT [PER DIEM]**

QUEEN ELIZABETH SCHOOL - £125

JUDITH'S FIELD PAVILION - £125

\*May be subject to additional surcharge

**Amendment History:**

<b>Paragraph</b>	<b>Detail</b>	<b>Approval Date</b>
Original	Initial Version	
Review	Review and Re-adopted	December 2019