

## ROYSTON TOWN COUNCIL

### CONDITIONS FOR HIRING THE COMMITTEE ROOM AND ROOM 11 AT THE TOWN HALL.

*These conditions supersede all previous regulations issued and take effect from Monday 8<sup>th</sup> July 2019.*

The terms 'Hirer' and 'halls' in these conditions shall be taken to mean respectively the person named in the application form and the halls and rooms, together with the cloakrooms and other accommodation in the Council's possession.

The Hirer will be held personally responsible for the good order and conduct of any persons attending the halls or rooms during their booking, and for the due observance of all Statutory and local requirements respecting the letting and use of the premises. The hirer must see that the premises comprised in the letting are vacated at the hour agreed upon or at any time during such hours of letting if required in the interests of public safety.

#### **APPLICATIONS AND FEES**

##### **1. Application forms and deposits**

Applications for the use of the halls or rooms shall be made on a form to be obtained from and returned to Royston Town Council. Until this form has been returned and any necessary deposit paid, no engagement will be booked. The Council reserves the right to refuse any application for the use of the halls or cancel a letting. The person whose name is stated on the application form must be over 21 years of age and will be deemed to be the Hirer. Occasional hirers will be required to pay a deposit of at least 50% of the total hire charge when making a reservation of any halls. This deposit will be set against the total hiring fees the balance of which will be payable two weeks before the date of the booking.

**No access will be permitted to the rooms unless a booking form has been completed and booking confirmation has been sent to the hirer. The booking form must also include sufficient time for setting up, clearing away and any additional access to the rooms. All time in the rooms will be charged at the hirers standard rate of hire.**

##### **2. Cancellation of Letting by Hirer**

In the unfortunate circumstance that you have to cancel your room booking then please give a minimum of two weeks' notice in writing. The notice will become effective on the date received by the Town Council. If less than two weeks' notice is given then 50% of the charge of the booking will be incurred by the hirer.

The Council may, in exceptional circumstances, and at their sole discretion, waive or modify this Regulation.

##### **3. Cancellation of Letting by Council**

- (a) Should the Council, before a function commences, be of the opinion that it is likely to prove of an objectionable or undesirable character, they shall have full power to cancel the engagement, and return the money paid, and the Council shall not be liable to pay any compensation.
- (b) The Council reserves the right to cancel any letting at any time should they require using any of the halls in an emergency. In this eventuality, any deposit of fees paid will be refunded to the Hirer, but the Council shall not be liable to pay any compensation to any person in respect of the cancellation of the letting.

##### **4. Holding Over**

If the Hirer continues to occupy the hall after their agreed booking time, they will pay for the use at the appropriate rate. In addition, they will be responsible for any loss or damage occasioned to the Council by reason of such holding over.

#### **HEALTH AND SAFETY**

##### **5. Compliance with the Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Booking's Officer with a copy of their DBS check and Child Protection Policy on request.

## **6. Breakdowns and Accidents**

In case of any breakdown or accident whatsoever rendering necessary the temporary closing of the premises or an interruption of any engagement either before or during any function, or of any repairs or renewals consequent on any such breakdown etc. the Hirer agrees to hold the Council and any and all persons acting under their direction, absolutely harmless in every respect.

## **7. Accommodation**

The Hirer shall not permit or allow:

- (a) clothes to be left or stored upon, under or about seats, but such articles shall be hung on the coat hooks provided for the purpose;
- (b) any person to participate in dancing, indoor sports or similar activities in the halls wearing footwear which may damage the flooring;
- (c) any excessive noise or behaviour which may cause nuisance to neighbours.

The seating accommodation and numbers to be admitted to any function must not exceed those specified in the application form. The Council reserves the right of its representatives to check the numbers attending any function:

*Capacity of room for fire regulations:* Committee Room - 30 people  
Room 11 - 40 people

## **8. Apparatus**

- (a) All furniture, apparatus or appliances brought or sent to the premises by the Hirer must be unloaded, placed in position, and removed by persons employed by the Hirer, at such time as shall be agreed to by the Council having regard to the engagements in the building, and no decorations or additions to any part of the building are to be made without the previous consent of the Town Council.
- (b) Every Hirer shall remove all property belonging to him/her immediately upon the termination of a letting except by prior arrangement with the Town Clerk, failing which he/she shall be liable to a charge for every hour that such property is left upon the premises and in case the Council deem it necessary to remove such property, the Hirer shall be liable for the cost incurred by the Council in such removal. This condition shall also apply to utensils, refreshments etc. belonging to caterers engaged by the Hirer, and the Hirer shall be responsible for ensuring that caterers leave all parts of the building where refreshments are prepared and/or served in a reasonably tidy condition immediately after the conclusion of a function.

## **9. Decorations**

No external decorations, flags, emblems or notices will be allowed, except by permission of the Town Council. The driving of nails into the walls or woodwork of the rooms and the attaching of ropes, etc. to columns or beams in the rooms is forbidden, except by special permission. The use of gas-filled balloons (other than Helium filled), inflammable streamers, or inflammable decorations of any kind is prohibited. Where permission is granted for internal decorations these should not be higher than head height to comply with Health and Safety Regulations.

## **10. Entry**

The Council reserves to itself the right of entry for its duly authorised officers and servants to all parts of the hall at all times and require that the ticket-takers employed by the Hirer shall be instructed accordingly.

No animals except in the case of disability assistance animals, shall be admitted into the Town Council's Halls and rooms

## **11. Exits**

All doors giving egress from the rooms shall be kept unfastened and unobstructed and immediately available for exit during the whole of such time as the halls are in use.

## **12. Films and Tournaments**

No cinema performances or public boxing or wrestling tournaments may be held on the premises without special permission.

### **13. Fire and Fire Safety**

No entertainment shall be held or given which will involve any increased risk of fire or vitiate any policy of insurance without:

- (a) Previous notice being given to the Town Clerk and
- (b) a special insurance of the premises being arranged, the Hirer paying the additional premium required.

Hirers must adhere to the Fire Safety Regulations at all times – please refer to **APPENDIX I**

### **14. Smoking**

In compliance with the Health Act 2006 it is illegal to smoke in any part of the Council's premises. The Hirer shall indemnify the Council against all sums of money that the Council may have to pay by reason of any infringement of the Act.

### **15. Fittings**

Any fittings that may be permitted must be fixed and removed under the direction and to the satisfaction of the Town Council.

## **CARETAKING AND SECURITY**

The Town Council is concerned for the safety of everyone using the building. The following rules must be observed:

### **16. Rooms, Halls, Kitchens and Toilets**

- (a) The kitchen and toilets must be left in a clean and tidy condition. Hirers are requested to provide their own cloths for washing-up and cleaning tables;
- (b) All electrical appliances to be switched off prior to leaving the premises;
- (c) Lights to be extinguished and windows closed.
- (d) All litter to be removed by the hirer;
- (e) The room booked is the only one to be used.

### **17. Caretaker**

The Council will provide labour and help in setting out chairs etc, if requested, at an increased hourly hire charge and by arrangement and agreement with the Town Council office.

### **18. Gratuities**

No extra payment should be made to the Council's caretaker in respect of the services under paragraph 17 above.

### **19. External Doors**

All external doors to be secured on leaving the building

### **20. Loss and Damage: Third Party**

The halls (which include the cloakrooms) shall be in the care and custody of the Hirer and the Council cannot, under any circumstances, accept responsibility for any loss or damage sustained in respect of property, articles, or things brought into, placed or left in the halls by or on behalf of the Hirer or any other person.

## **LICENCES**

### **21. The Communications Act 2003**

The premises do not have a television licence. The hirer shall therefore not, under The Communications Act 2003, permit the use of television receiving equipment such as a colour or black and white television, a video/DVD recorder, a digital box, computer or other electronic device, to watch or record television programmes as they are being broadcast.

## **22. Copyright**

The Hirer shall not use or permit to be used the halls or any part thereof for the performance in public of any dramatic, musical or other work in which copyright exists or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright nor shall he/she in any other manner infringe any subsisting copyright. The Hirer shall indemnify the Council against all sums of money that the Council may have to pay by reason of any infringement of copyright occurring during the period of hire covered by his/her agreement.

## **23. Music and Dancing**

The premises are not licensed for public music and dancing.

## **RESPONSIBILITY OF HIRER**

### **24. Parking**

Motor vehicles must not be parked in any of the exit ways, and the Council does not accept any liability in respect of the parking of any vehicle.

### **25. Stewards**

Stewards must be provided to supervise properly the use of the halls.

### **26. Underletting**

Without the previous consent in writing of the Council, the Hirer shall not underlet the halls to any other person.

### **27. User**

The Hirer shall not, without the previous consent in writing of the Council, use the halls or any part thereof for any purpose other than that mentioned in the application form.

### **28. Flyposting**

Ban on Flyposting – no posters advertising events at the halls shall be exhibited on Council or private property without permission. In the event of the contravention of this condition, the Council reserves the right to cancel without further notice any letting of the halls, to retain any hire charges already paid and to demand any outstanding hire charges. The Council shall not be liable to pay any compensation to any person in the event of such cancellation.

### **29. Auctions**

No part of the hired premises shall be used for the sale of furniture or other goods by auction or otherwise except when the hired premises are specifically hired for the purpose of holding a Sale of Work or other similar hiring and in such case any auction sale shall be incidental to the main purpose of hiring.

### **30. Public Liability Insurance**

All groups/organisations are responsible for their own Public Liability Insurance. The Council accepts no responsibility for damage or injury sustained by or to equipment brought into the premises, or people attending the event.

### **31. WI-FI**

Free wi-fi is available to hirers of the Town Hall and its rooms, subject to fair usage. The hirer will be liable for any charges incurred due to excessive use of the system. The username and password for access to the wi-fi can be obtained from the Town Hall office on request.

## **DAMAGE**

### **32. Damage**

The Hirer is responsible for the preservation of order during a function. He/she will be held responsible and accepts full responsibility for any damage done to the halls, furniture, fittings, crockery, utensils or other property of the Council during the period of or otherwise arising out of his/her hire of the halls and the expenses of making good the same.

## **COMPLAINTS**

### **33. Complaints**

Any complaints respecting the use of the halls or any of the arrangements connected therewith must be made in writing to the Town Clerk within 24 hours of the occurrence thereof.

## APPENDIX 1

### **FIRE SAFETY REGULATIONS**

1. In compliance with the Health Act 2006 it is illegal to smoke in any part of the Council's premises and hirers are reminded that this must be observed at all times.
2. Where possible the Council will provide kettles and urns, which automatically switch off. However, hirers are asked to use the extractor fans where installed and not leave kettles and urns unattended.
3. Persons hiring the premises should appoint an officer to be responsible for ensuring that all members/guests are evacuated from the building in the event of a fire. Hirers are advised to keep an attendance register for this purpose. The officer should be fully conversant with the evacuation procedures and Assembly Point location. There should be a deputy for when the main officer is not in attendance.

#### **4. Fire Doors**

Fire doors are designed to prevent spread of fire and smoke and in the event of an emergency will provide precious extra time to evacuate the building. Notices are on all fire doors so they can be easily identified. They *must not* be wedged open at any time during the letting **except** for unloading or loading items to be taken into the premises before and after the event. They *must* remain closed throughout the event itself. Any individual wedging open a fire door risks being personally liable for any resulting damage or loss.

Electrical equipment brought onto the premises by hirers is at the owner's risk and should therefore be regularly checked for safety with a current PAT certificate or sticker.

#### **5. Fire Exits and Exit Routes**

Fire exits and exit routes *must not* be blocked in any way at any time.

**Failure to observe regulations 4 and 5 could invalidate the Council's Public Liability Insurance and consequently have serious repercussions on the hirer or person responsible.**

### **FIRE ALARM PROCEDURES**

#### **IF YOU DISCOVER A FIRE:**

1. Operate the nearest Fire Alarm Break Glass Call Point immediately (located next to all external fire exit doors)
2. Call the Fire Brigade.
3. **ONLY IF YOU HAVE RECEIVED TRAINING AND IT IS SAFE TO DO SO** – tackle the fire with the nearest appropriate fire extinguisher.

#### **IF YOU HEAR THE FIRE ALARM:**

1. Leave the building by the nearest available exit – **do not stop to collect personal belongings.**
2. Go to the assembly point - the Großalmerode Garden between the Town Hall and the Police Station (see plan overleaf). Do not congregate in the car park around the building putting yourself in danger and blocking the route for emergency vehicles.
4. Carry out a roll call to ensure everyone has evacuated the building.
5. Do not attempt to re-enter the building until told by a **Senior Fire Officer** that it is safe to do so.

## COMMITTEE ROOM

1. **Dimensions/capacity of room:**

*Maximum persons for fire regulations = 30*

This room is used for council meetings and is therefore laid out with tables in the centre surrounded by chairs. The maximum seated for a meeting is therefore nearer 25 persons.

2. **Facilities available:** Chairs: 29 upholstered with arms  
Tables: 7 veneered

## ROOM 11

1. **Dimensions/capacity of room:**

*Maximum persons for fire regulations = 40*

2. **Facilities available:** Chairs: 40 Plastic stacking chairs  
Tables: 3 Veneered (5' long)  
Folding tables: 6 (5' long)

## RCA KITCHEN

The RCA kitchen is located opposite the entrance to Room 11 and is available for use by hirers of both the above rooms. However, it does not have a refrigerator or dishwasher. Hirers are kindly asked to keep the kitchen clean and tidy. Daytime hirers should be aware that other users of the complex also use the kitchen.

**The following are available for use by hirers:** Cups and saucers  
Teapot  
Urn

**The Town Council is unable to provide:** Washing up liquid  
Dish cloths  
Spoons  
Tea towels  
Tea, coffee, sugar, milk, etc.

## ACCESS

Usual access to both rooms is via the blue, 'Community Association' door (on the Police Station / Health Centre side of the building). This will be unlocked by the caretaker.

### Disabled access:

Please speak to the caretaker on arrival so ramps can be put in place or an alternative access can be used.

*Updated July 2019*