



**Kidsgrove Town Council
Victoria Hall
Booking Pack
Terms and Conditions of Hire**



These standard conditions apply to all hiring of the Town Hall. If the Hirer is in any doubt as to the meaning of the following, the Town Council should immediately be consulted.

PLEASE BE AWARE THAT THE ENTIRE BUILDING IS A NON-SMOKING OR VAPING AREA

NOTE THAT THERE IS NO PHONE ON THE PREMISES. It is strongly recommended that hirers have a mobile phone available for their event.

Definitions

For the purposes of this agreement and the conditions of hire, the term “Hirer” shall mean an individual hirer or, where the “Hirer” is an organisation that organisation. “Premises” means those parts of the Kidsgrove Town Hall stated on the Booking form being those subject to this hire agreement. “Booking” means the contract between the Hirer and Kidsgrove Town Council as detailed and on the terms of this agreement (“the Booking Form” of which these conditions form part). “Period” means the time or times reserved under these conditions and “the Function” means that described and authorised by the Booking. If the Hirer is in any doubt as to the meaning of any of the conditions, the Booking Clerk should immediately be consulted.

Hiring agreement

In consideration of the Hire Fee detailed on the Booking Form, the Kidsgrove Town Council agrees to permit the Hirer to use the Premises for the Function and for the Period(s) described in the booking form. All details inserted in the booking form are part of this Agreement. This Hiring Agreement includes these Standard Conditions and Special Conditions set out below.

Standard conditions of hire

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by any Town Council representative, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

The Hirer shall not use the premises (including the car park if any) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol which has not been purchased from the Tap Room Bar (on site). No alcohol that has not been purchased from the Tap Room Bar is to be consumed on the premises.

4. Insurance and indemnity

(a) The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages and costs made against or incurred by Kidsgrove Town Council, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by Kidsgrove Town Council, their employees,

volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and

subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly Kidsgrove Town Council and the organisations employees, volunteers, agents and invitees against such liabilities.

(b) Kidsgrove Town Council shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Kidsgrove Town Council shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified Kidsgrove Town Council and the organisation's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where Kidsgrove Town Council does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to Kidsgrove Town Council Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable Kidsgrove Town Council the premises to another Hirer.

(d) The hirer will have their own insurance and safeguarding policy, which will be supplied in advance of any hire.

(e) The hirer will have £5million Public Liability Insurance in place for any event being held at Kidsgrove Town Council which is available to general members of the public and not by distinct private invitation.

Kidsgrove Town Council is insured against any claims arising out of its own negligence.

5. 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.

6. Music Copyright licensing

The hirer shall ensure that they hold all the relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL).

7. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

8. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should 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 Kidsgrove Town Council with a copy of their CRB check and Child Protection Policy on request.

9. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the hall's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to Kidsgrove Town Council.

(a) The Hirer acknowledges that they have received instruction in the following matters:

The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.

The location and use of fire equipment.

Escape routes and the need to keep them clear.

Method of operation of escape door fastenings.

Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

Location of the first aid box.

(b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:

That all fire exits are unlocked and panic bolts in good working order.

That all escape routes are free of obstruction and can be safely used for instant free public exit.

That any fire doors are not wedged open.

That exit signs are illuminated.

That there are no obvious fire hazards on the premises.

10. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

11. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

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 premises are provided with a refrigerator but not a thermometer.

13. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to 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. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

14. Stored equipment

Kidsgrove Town Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. A fee of £50 per part day will be charged, starting from 5 days after any request for removal).

Kidsgrove Town Council may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 5 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in Kidsgrove Town Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

15. Smoking

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

16. Accidents and dangerous occurrences

Any failure of equipment belonging to Kidsgrove Town Council or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of Kidsgrove Town Council as soon as possible and complete the relevant section of the accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. Kidsgrove Town Council Clerk will give assistance in completing this form and can provide contact details

17. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
 - (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- No confetti, glitter, pyrotechnics, naked flames, candles, smoke machines or fireworks are permitted
All staging and props must be properly secured to prevent falling and injury

18. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of Kidsgrove Town Council. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

19. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by Kidsgrove Town Council. No animals whatsoever are to enter the kitchen at any time.

20. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of Kidsgrove Town Council accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

21. 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. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

22. Cancellation

One off Hires

If the Hirer cancels the booking at least 4 weeks before the date of the event, Kidsgrove Town Council will return in full the deposit and any fees already paid. If the Hirer cancels the booking between two and four weeks before the date of the event, Kidsgrove Town Council will return the deposit and 50% of any hire fees already paid. If the Hirer cancels the booking less than two weeks before the date of the event or fails to proceed with the booking thereafter, Kidsgrove Town Council will return the deposit but retain any hire fees already paid. Kidsgrove Town Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (b) Kidsgrove Town Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) the premises becoming unfit for the use intended by the Hirer.
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- (e) any public event (including Council matters) which Kidsgrove Town Council deems is of importance.

As much notice as possible will be provided in all circumstances.

Regular Hires

If the Hirer cancels the booking at least 14 days before the date of the event, Kidsgrove Town Council will not charge for the booking. If the Hirer cancels the booking between 7 and 14 days before the date of the event, Kidsgrove Town Council will charge 50% of the booking fee. If the Hirer cancels the booking less than 7 days before the date of the event or fails to proceed with the booking thereafter, Kidsgrove Town Council will charge 100% of the booking fee. Kidsgrove Town Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (b) Kidsgrove Town Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) the premises becoming unfit for the use intended by the Hirer.
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- (e) any public event which Kidsgrove Town Council deems is of importance.

As much notice as possible will be provided in all circumstances.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but Kidsgrove Town Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

23. 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 Kidsgrove Town Council shall be at liberty to make an additional charge which may be deducted from the deposit.

24. No 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 Kidsgrove Town Council. Any alteration, fixture or fitting or attachment so approved shall at the discretion of Kidsgrove Town Council remain in the premises at the end of the hiring. It will become the property of Kidsgrove Town Council unless removed by the Hirer who must make good to the satisfaction of Kidsgrove Town Council any damage caused to the premises by such removal.

25. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Special Conditions of Hire

All functions must end promptly by midnight to comply with the Public Entertainment Licence.

Fire

Hirers must ensure that all precautions are taken against risk of FIRE and damage to the property. Instructions for smoke/heat alarms/exits/equipment, and what to do in the event of a fire, can be found on the blue notice board inside the hall entrance.

The Hall has no telephone. Please ensure you have a mobile in good working order with you.

All means of EXITS from the premises must be kept free from obstruction and immediately available for instant public exit. The emergency exit illuminated signs remain on permanently.

Opening and closing Kidsgrove Town Hall

Arrangements for access to the hall will be made shortly before your hire – please contact admin@kidsgrovetowncouncil.gov.uk a few days before the event.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up Kidsgrove Town Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Furniture

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables neatly in the storeroom. A first aid box is located in the kitchen, and an Accident Report book is kept in the drawer next to the cooker. All recorded accidents must be reported to the management as soon as possible. It is the duty of the management to inform the authorities.

Heating

The heating operates by a sensor and cannot be manually overridden.

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 must be refrigerated. Please request that the hall's refrigerator be switched on prior to your event if required.

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are a disturbance for local residents.

Hirers are welcome to use the car parking facilities at the Town Hall but must ensure that no fire exits, entrances, exits and the main car park is kept clear at all times. Staffordshire Police require 24-hour access and must be able to leave the car park at all times

You must not use drawing pins or tape on the walls or other surfaces, use Blu-Tack or 3M Command hooks if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave Kidsgrove Town Hall clean and tidy. In particular we ask you to ensure table tops are wiped clean before being stacked. Please remove all rubbish and take it with you when you leave. Only recyclable items must be placed in the blue bin, and black bags must not be put in the blue bin under any circumstances.

Faults/ damage/ comments

Please report any faults or damage to Kidsgrove Town Council as soon as possible so that they can be rectified

quickly. The Council welcome comments or observations that you may have about your hire of the village hall.

Payment

Payment is due within the terms specified within the Terms of Payment. Please note that we would prefer payment via BAC's, with cash, and cheques are only accepted by prior agreement at the time of booking. The Hirer is responsible for any costs incurred by Kidsgrove Town Council in the event that any cheque so accepted results in bank charges being levied.

Kidsgrove Town Council

Victoria Hall

Hire Agreement

Booking

Please ensure that you complete and sign both the Booking Form and Fire Safety Form. The completed forms need to be returned to Kidsgrove Town Council alongside a £50 deposit for every event before your booking can be confirmed

Your deposit of £50 can be paid via:-

- BACS
Account Name: Kidsgrove Town Council
Sort Code: 60 – 83 – 01
Account Number: 20409649
- Cash
- Cheque made payable to Kidsgrove Town Council

The council may ask that a surety deposit of £100 is paid at least 14 days before the event start date

Room Preparation / Clearance Standards

Room preparations and clearance times must be agreed at the time of the booking and will be costed at the applicable room rate subject to agreement

Room preparations and clearance time must be adhered to as any overrun may impinge on another booking. Any additional hours not agreed upon booking will be charged accordingly

No tape or adhesive should be applied to the floor under any circumstances

No confetti, glitter, pyrotechnics, naked flames, candles, smoke machines or fireworks are permitted

All trailing cables must be appropriately secured to prevent trip hazards. Where extension leads are used, only one extension cable should be used from the electrical equipment

All equipment and furniture brought into the building must be in good working order and safe for use

All staging and props must be properly secured to prevent falling and injury

All entrances, exits and fire exits must be kept clear at all times and easily accessible to all

It is expected that all hirers leave the venue in the condition it was presented to them before vacating the building or additional costs will be incurred. This includes all rooms in use e.g. kitchen, refreshment room, chairman's room, main hall, foyer, etc.

From the agreed 'last orders' called by the Victoria Tap Room, hirers have one hour in which to clear the rooms being used. All waste, decorations and obstructions cannot be left behind following the event without prior permission from Kidsgrove Town Council. It is determined that anything left behind will be deemed as waste and will be disposed of and in circumstances where the goods prevent the venue from operating, a charge for disposal will be made to the hirer

Please restrict access to any areas where food may be present such as the kitchen and the Refreshment Room. When food is present, it must be restricted to the Refreshment Room and kitchen and may require additional room hire costs

All spillages must be cleared immediately to avoid damage or risk to those occupying the building

Hirers remain responsible for the use of ladders in a safe manner

Hirers are responsible for any electrical appliances being brought on to the premises either by themselves or another provider (i.e. DJ, entertainer, etc.) and check that this equipment meets sufficient safety standards

Licensed Bar

The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Any persons breaching this will be kindly asked to leave

Hire Charges

Hall Only

Event Rate	
Monday – Thursday	£150
Friday and Saturday 1pm – Midnight	£250
Sunday 1pm – Midnight	£300

Hourly Rate	
Monday – Thursday	£15
Friday and Saturday	£20
Sunday	£20

Refreshment Room / Chairmans Room / Kitchen

Event Rate	
Monday – Thursday	£30
Friday, Saturday and Sunday	£50

Hourly Rate	
Monday – Thursday	£10
Friday and Saturday	£15
Sunday	£15

All Room Rate for Two Days (Weddings/Functions)

Event Rate	
Friday and Saturday	£500
Saturday and Sunday	£500

Hourly Rate	
Friday and Saturday	£15
Saturday and Sunday	£15