

CHAGFORD JUBILEE HALL
Information for Hirers
Hiring Agreement, Terms and Conditions of Hire
Registered Charity No. 201057
www.chagfordjubileehall.co.uk
email: booking.secretary@chagfordjubileehall.co.uk

Welcome and thank-you for your interest in hiring our facilities. Our hall is owned and managed by the community for the benefit of the community and is run by volunteers. Information about the hall can be found on our website www.chagfordjubileehall.co.uk. If you need specific information regarding our facilities or availability, please do not hesitate to contact the booking secretary: booking.secretary@chagfordjubileehall.co.uk. We hope everything goes well for your event, but if something is not right, please do tell us so that we can fix it if we are able.

The first part of this document provides information for hirers that we hope will assist in planning your event. The second part is the formal Hiring Agreement, Terms and Conditions.

INFORMATION FOR HIRERS

Please remember that the hall belongs to the community. Please leave it as you would hope to find it and remain mindful that the hall is situated in the heart of our small residential town.

ACCESS

The front door and kitchen door are fitted with a code lock. The access codes will be sent to you a few days before your booking.

CAPACITY

The capacity for the hall is as follows:

- 260 all standing (e.g. for a live band)
- 150 seated in rows of chairs (e.g. for stage show)
- 120 when chairs and tables in use (e.g. dinner, wedding, cabaret, flea market etc).

PARKING

No parking is allowed at the hall but there is a large public car park adjacent. Vehicles are only allowed onto the premises for the purposes of loading and unloading, and for setting down and collecting disabled persons. Access must be kept clear at all times for emergency vehicles and fire evacuation procedures, to allow for the right of way afforded to neighbouring residents and to comply with our licence and insurance

KITCHEN

The kitchen can be hired, either for cooking food on site, or serving food prepared off site. Matching cutlery can also be hired (details in the facilities section on the website). Anyone preparing, serving or supplying food must have a basic food hygiene certificate.

LICENCES

The hall is licensed for plays, films, live music, recorded music and the supply of alcohol. A copy of the licence is displayed on the noticeboard and can be provided on request. The licences include detailed terms with which you must comply, including the serving of alcohol, age verification, capacity of the hall, prevention of public nuisance and protecting children from harm.

The hall is situated in a residential area and it is important that hirers minimise potential nuisance to the general public. For this reason, all music, singing, dancing serving of food and alcohol must stop by midnight. The electrical sockets turn off at 00.45. All guests must be off the premises and the premises closed by 1.00 am.

ALCOHOL

Please let us know on the booking form if you wish to serve alcohol at your event.

We have a Designated Premises Supervisor (DPS) for the supply of alcohol who will discuss your requirements with you. Provided that the arrangements are satisfactory, the DPS will then either agree to run the bar for you, or appoint others to do so for you on commercial terms that must be agreed with you. In certain circumstances, the DPS may authorise you to run the bar yourself under his personal licence.

At the discretion of the of the trustees and in limited numbers, it may be possible for licensable activities to be authorised to a hirer by a TEMPORARY Event Notice (TEN). If you wish to run a bar on this basis, please contact the Booking Secretary before making your application for the TEN.

Please note that if the hirer provides any licensable activities themselves either under a personal licence or a TEN the hirer will be personally responsible for compliance with all the terms of the licence. In these circumstances, the trust may require a deposit of £250 as security against any breach of compliance.

A licence may not be required when the event is private and free alcohol is provided free of charge (for example a wedding or family gathering); please check with the DPS.

The Designated Premises Supervisor is Andy Kent: mobile: 07704488877 or email: kenbridgebars@live.co.uk

We charge a small fee for the use of the bar area and hire of glasses.

STAGE

The main stage can be extended or a separate lower stage created, both with additional steps. There is a small additional hire charge. This is only available by separate arrangement as there are specific instructions and safety considerations.

TABLES AND CHAIRS

Please arrange the tables and chairs as you would like, but note the following requirements for fixed seating arrangements:

- There must be a gangway at each side of the hall and down the middle.
- The gangway must be at least the one metre width (two chairs).
- There must be sufficient gap between rows to allow easy exit in case of emergency.
- Please replace all tables and chairs in their correct place before you leave – see below

DECORATIONS

Any decorations must be removed at the end of the hire. No fastenings which damage the fabric of the hall are allowed and any materials used must be inflammable. Under no circumstance must drawing pins, Blue Tack or Sellotape be used.

HEATING

The central heating is on a timer. It can be boosted from a grey box to the right of the stage by the curtain. Hot water is always on.

CLEANING UP AND BREAKAGES

Hirers are responsible for leaving all areas of the hall clean and tidy.

Please sweep up after your event, and do not drag furniture across the floor.

- Brooms etc. can be found under the stage behind the fascia panel on the far right, and mops etc in the kitchen.
- Tables should be wiped clean.
- All lights and taps should be switched off after the event. The main lighting switches are in the corridor to the right of the stage and by the front door.
- All equipment and supplies must be removed at the end of the session.
- **Please take all food waste and recyclables away.** Glass bottles and paper can be recycled in the public car park.
- All other waste should be put in black bags in the green wheelie bins outside the kitchen. Please note, do not overfill the bags, and do not put food waste in the wheelie bins.
- You will be responsible for any breakages of equipment or damage to the fabric of the hall and these must be reported to the booking secretary within 24 hours.

STORAGE AREAS

The chairs must be returned to the correct racks and stored at the end of your event. Please store tables and chairs as below:

Black Chairs

- Hang with padded seat facing out
- Hang **7** chairs on each bar
- Store trolley **on the wooden floor in the corner of the hall nearest the WCs**

Gold Chairs

- Hang with padded seat facing out
- Hang **5** chairs on each bar
- Put trolley in **storeroom to left of stage**
- Put any extra loose gold chairs in the storeroom

Main Hall

- Black chair trolley
- Loose large tables

Storeroom to left of stage

- Gold chair trolley
- Loose gold chairs
- Three table trolleys
- Loose tables
- Three table-tennis tables and badminton equipment

PERSONAL PROPERTY

We take no responsibility for damage to or loss of personal property on the premises, which is entirely at your risk.

HEALTH AND SAFETY

You are responsible for health and safety during your event. Any accidents must be reported to the Booking Secretary who will supply a reporting form. The main first aid kit is in the kitchen. You should consider having a First Aider present. Please see section 5 of the hire agreement and appendix 1 regarding fire precautions, evacuation and other procedures. The evacuation procedure must be read out at the start of the function.

EMERGENCIES

For emergencies, dial 999. Please provide the location of the building:

Chagford Jubilee Hall, postcode TQ13 8DP - opposite St. Michael's Church

Grid reference SX702875

What 3 words: bogus.skate.nurture

A list of contact numbers is displayed on the noticeboard inside the Hall. The emergency contact number for the hall is 07900749907.

HIRING AGREEMENT, TERMS AND CONDITIONS OF HIRE

This Agreement of Hire and is made between the Hirer and the Chagford Jubilee Hall Trust. Any hiring will be carried out in accordance with this Agreement.

Please read this document carefully. If you are in any doubt about the meaning of any of these conditions, please discuss with the Booking Secretary before submitting the booking form. By submitting the booking form you AGREE to abide by all the terms and conditions.

1. Definitions and Interpretation

1.1. The Trust – means the Chagford Jubilee Hall Trust acting through its trustees, also referred to as us, we.

1.2. The Hirer – means the person or organisation as set out on the booking form, also referred to as you, your.

1.3. The Premises – means the Chagford Jubilee Hall, Chagford, Newton Abbot TQ13 8DP, and includes the entire building, surrounding paths, gardens and the parking area (but also see 8.3).

1.4. The Amount Due – means the amount that you are required to pay us as set out on the booking form.

1.5. The Period of Hire – means the period set out on the booking form.

2. Maximum capacity

2.1. You must not exceed the maximum capacities for the hall.

2.2. You must comply with arrangements for fixed seating.

3. Use of Premises

3.1. You must not use or allow the premises to be used for any purpose other than that described on the booking form and expressly not for any illegal purposes, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in place.

3.2. A booking must not be shared between organisations, unless with our prior approval.

3.3. If you wish to bring any equipment onto the premises, this must be agreed with us prior to the event and it must be removed immediately after the event, unless you obtain prior agreement from us to remove it later. Any equipment left longer than the agreed period can be disposed of by us at your expense. No additional heating equipment is allowed.

3.4. We reserve the right to cancel a booking following not less than seven days written notice in the event of the premises being required for use either as a polling station for a parliamentary or local government election or by-election or by a larger community related activity (e.g. pantomime performances) or any other reason necessitating the closure of the hall in circumstances that were unforeseen at the time of your making a booking. In such case we will endeavour to give you as much notice as possible. In the event of such termination by us, we will refund all monies paid. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

4. Licences

4.1. The hall is licenced for plays films, live music, recorded music and the supply of alcohol. There is a PRS/PPL Music Licence. Copies are available on request and on the notice board, and on our website.

The licences include detailed terms with which you must comply, including the serving of alcohol, age verification, capacity of the hall, prevention of public nuisance and protecting children from harm.

4.2. You must discuss and agree your requirements for serving alcohol with the Designated Premises Supervisor.

If the DPS authorises you to provide licensable activities, or if you do so under a Temporary Event Notice or your own personal licence, you will be the person responsible for compliance of the event with the terms of the licence. We reserve the right to require a security deposit against non-compliance and to refund this at our absolute discretion.

4.3. You must ensure that all music, singing and dancing has ceased by **midnight** and all guests are off the premises and the premises are closed by **1.00am**.

5. Health and Safety Compliance

5.1. You are responsible for the health and safety aspects of the use of the premises during the period of hire, including the relevant Government COVID-19 health and safety requirements. You are strongly encouraged to conduct a risk assessment for each event.

5.2. It is your responsibility to set out tables and chairs etc to your own satisfaction, in compliance with health and safety requirements.

5.3. As the hirer you are the “responsible person” for fire safety during the event, or if not present at the event, you must appoint a Responsible Person who will be present. You have a legal duty under Health and Safety legislation regarding the safety of anyone assisting with or attending the event. You must read and comply with Emergency Evacuation Procedure and the duties of the Temporary Responsible Person in Appendix 1.

5.4. Any stage scenery used must be fireproof and any electrical and mechanical equipment or installation must meet current safety standards and regulations, including Portable

Appliance Testing (PAT) for electrical equipment. All equipment must be used in a safe manner.

5.5. No flammable liquids, gases or explosive substances (including indoor fireworks) or naked flame devices may be used in the Hall. Tea-lights may be used but must be placed in glass holders.

5.6. Take particular care if using the stage and protect attendees from falling. Children must be supervised. The stage extensions and steps may only be used if approved in advance. Installation must be supervised, and the relevant instructions followed. Security of the fixings must be checked frequently.

5.7. You must report any accidents to the Bookings Secretary and complete the accident form provided. Any equipment that fails must be reported to the Bookings Secretary within 24 hours.

6. Food and Drink

6.1. Where food or drink is to be supplied to the public you or your caterer must hold a basic Food Hygiene Certificate and observe all relevant food and hygiene legislation and regulations if preparing, serving or selling food.

7. Smoking

7.1. Smoking or vaping is not permitted anywhere on the premises, other than in the designated area outside and to the right of the front door. The use of illegal drugs is strictly prohibited anywhere on the premises or its surroundings. It is your responsibility to enforce this provision.

8. Animals

8.1. No animals are allowed on the premises, except guide, hearing or assistance dogs.

9. Nuisance

9.1. You must not do or allow anyone attending your event to do anything on the premises which is or may become a nuisance to us, other hirers or to the occupiers of adjoining or neighbouring premises. You must ensure that the minimum of noise is made on arrival and departure.

9.2. You are responsible for requiring any person causing a nuisance to leave the premises.

9.3. No car parking is allowed on the premises. Access must be always kept clear for emergency vehicles and fire evacuation procedures, and to allow for the right of way afforded to neighbouring residents. Vehicles are only allowed onto the premises for the purposes of loading and unloading, and for setting down and collecting disabled persons, and must then be parked in the adjacent public car park.

10. Children

10.1. You must ensure that where an event involves activities aimed predominantly at children you have appropriate child protection policies and procedures in place.

10.2. If alcohol is being supplied:

- Children under 16 must be accompanied by a responsible adult at all times.
- The adult must take responsibility for the behaviour of the children and abide by any conditions set by trustees.
- No alcohol is to be consumed by or purchased by for or on behalf of anyone under 18.
- Individuals who appear to be under 18 must provide photo ID and proof of age bearing a holograph or ultraviolet feature. Otherwise they must not be served.

11. Charges, Confirmation and Cancellation

11.1. The booking will be confirmed automatically when you submit the online booking form.

11.2. We reserve the right to decline or cancel any booking in accordance with the provisions of 3.4.

11.3. If you need to cancel the booking, you must do this in writing with the Booking Secretary, or you may be charged in full for the booking.

11.4. If you cancel the booking > 28 days from the event, you will be eligible for a full refund.

11.5. If you cancel the booking < 28 days from the event, you will be eligible for a 50% refund, unless we are able to re-hire that date. Refunds due to COVID restrictions or illness are at the discretion of the booking secretary.

11.6. We may request a security deposit of up to £250 for events on Friday and Saturday or any events involving use of the bar (or at any other time at our discretion), as notified to you by the Booking Secretary.

12. End of Hire

12.1. You must ensure that the premises are vacated by the time agreed in the booking.

12.2. You must ensure the premises and surrounding area are left in a clean and tidy condition, properly locked and secured. All lights and electrical appliances must be switched off, with the exception of the central heating, which is set on a timer. All tables, chairs and other items temporarily removed from their usual positions shall be replaced. All your equipment, goods and other materials including food waste and any rubbish must be removed from the premises.

12.3. Where the hire includes use of the kitchen or bar area you must ensure all crockery, utensils, glasses and the cooker and fridge are left clean and empty.

12.4. Additional charges may apply where the hirer fails to comply with clauses 9.3 and 12.1-3.

13. Payment and Amount Due

13.1. Invoices are raised on the 1st of each month. Hire charges are to be paid in full on receipt of the invoice as per the instructions on the invoice. We retain the right to request payment in advance, at our discretion. We are not responsible for the loss of cash payments.

13.2. Any concerns regarding pricing should be addressed to the Booking Secretary before submitting the booking form.

14. Care of Premises and Equipment

14.1. You shall ensure no damage is caused or permitted to be caused to the premises or any equipment or fittings during the period of hire. You must not fix anything to the walls doors or woodwork.

14.2. You must ensure that no footwear is worn that may damage the floor e.g. stiletto heels or nailed boots.

14.3. Any decoration of the Hall is to be restricted to table decorations or those of a free-standing nature. Table decorations must be kept to flowers and balloons.

15. Loss or Damage

15.1. You are responsible for any damage caused or permitted to be caused to the premises or grounds or any equipment or fittings during the period of hire. Any such damage must be reported to the Bookings Secretary with 24 hours of its occurrence.

15.2. We will not be responsible for or accept any liability whatsoever for any loss, theft, damage or injury sustained on the premises.

16. Public liability insurance

16.1. We maintain insurance cover for the hall to cover our public liability risks. The policy should cover the majority of uses for hirers of the hall where the premises are used for community or private purposes on a not-for-profit basis. However, our policy has significant exclusions and special requirements. You must satisfy yourself that our policy provides adequate cover for your needs and you must comply with any special requirements of our insurers

16.2 The terms of our public liability cover are available on our website. If you have any doubt, you must seek appropriate independent advice. Please note that commercial organisations are not included; in this case, you must arrange your own insurance and we may require evidence of this.

17. Data Protection

17.1. Personal data supplied on the booking form will be held and will be used in accordance with the Data Protection Act 2018 for statistical analysis, management, planning and in the provision of services by the Trust.

18. Advertising

18.1. No advertising shall be displayed at the premises without our written permission.

19. General Terms

19.1. We may from time to time amend or add to the Terms and Conditions of Hire and will inform you by email.

19.2. You must ensure that your event complies with all relevant legislation and regulations.

19.3. If any provision of this agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

19.5. No term of this agreement shall be enforceable by a person who is not a party to this agreement. This does not affect any right or remedy of a third party which exists or is available apart from under the Contracts (Rights of Third Parties) Act 1999.

19.6. This agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this agreement.

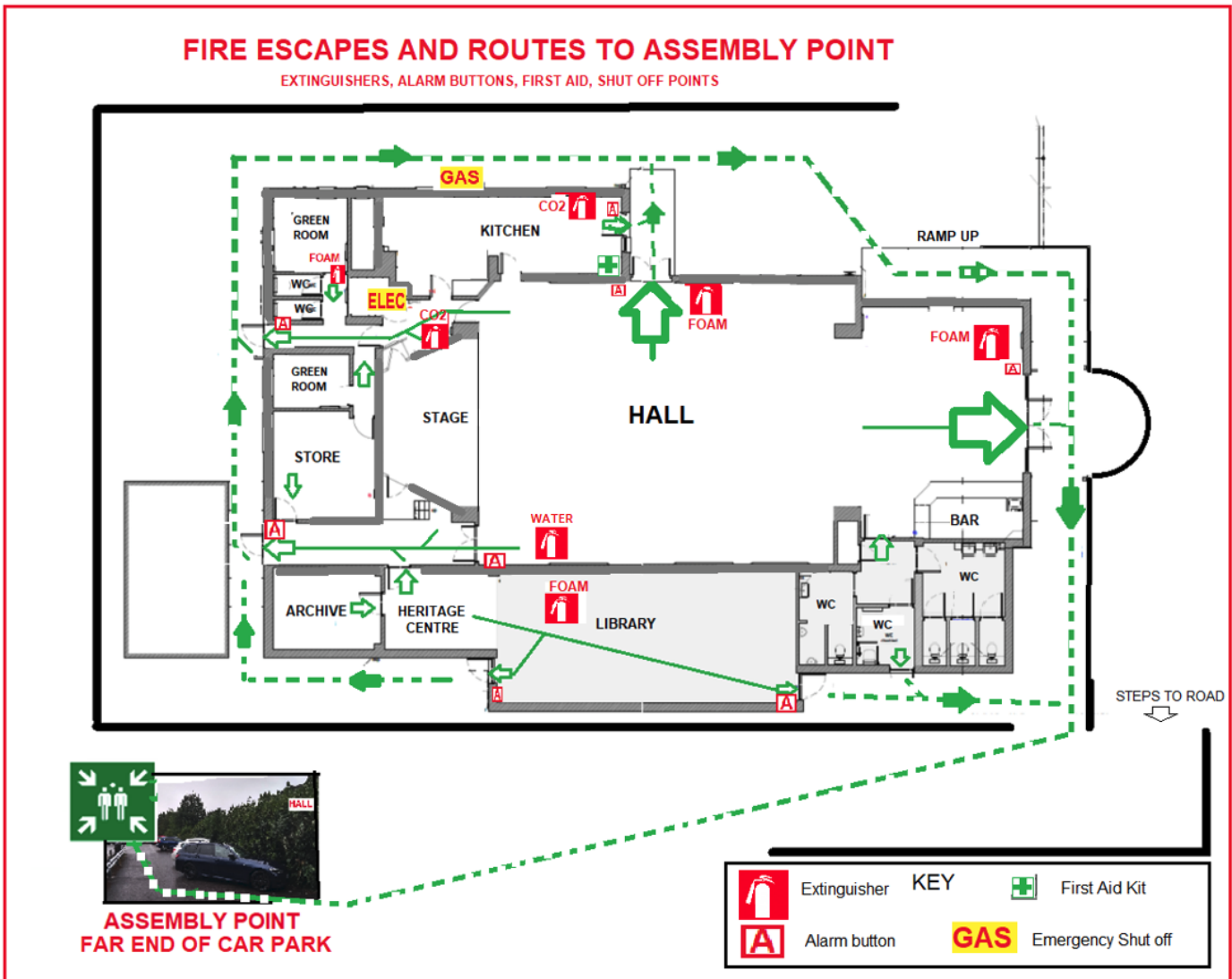
APPENDIX 1

CHAGFORD JUBILEE HALL

**EMERGENCY EVACUATION PROCEDURE
TO BE COMMUNICATED TO ALL ATTENDING BY THE HIRER**

In the event of a fire:

- Press a fire alarm button (they are next to each exit).
- Evacuate the building
- Dial 999 for the Fire Brigade:
Chagford Jubilee Hall, TQ13 8DP - opposite St. Michael's Church
Grid reference SX702875 What 3 words: bogus.skate.nurture
- Tackle the fire if it is safe and you are able. Extinguishers are located by the exits
- Emergency exits from the main hall are the front door, the side doors and two routes at the rear of the hall, all indicated by a green and white exit sign
- Leave the hall by the nearest safe exit door. Close windows.
- Last person out to close the doors but do not lock them.
- Do not stop to collect personal belongings.
- Follow the green and white exit signs to the assembly point in the public car park.
- Do not re-enter the building until authorised to do so by the Emergency Services.



EMERGENCY PLAN FOR THE HIRER OR RESPONSIBLE PERSON

You have a legal duty for the safety of those persons assisting at or attending the event.

Before the event or function, you should be aware of:

- The position of the fire doors and that they are free from obstruction. Note, there are no sprinklers in the building
- How a fire will be detected (smoke and heat detectors, appearance of smoke)
- How people will be warned if there is a fire (alarm, verbal)
- What staff or any one in attendance should do if they discover a fire
- How the evacuation of the premises should be carried out
- Where people should assemble after they have left the premises and have procedures for checking whether the premises have been evacuated
- Key escape routes and exits, how people gain access to them and escape to a place of safety
- Ensuring that the emergency exit signs are lit
- Arrangements for fighting fire
- How the fire and rescue service and any other necessary services will be called
- Procedures for meeting the fire and rescue service on their arrival
- What instruction and/or training employees or helpers need
- Limitation on numbers of people
- Checking that all escape routes are clear of obstructions and combustibles.

Before the event or function you should decide:

- Arrangements for fighting a fire
- The means of escape for persons with limited mobility
- The duties and identity of staff who have specific responsibilities if there is a fire
- The arrangements for the safe evacuation of people identified as being especially at risk, such as children or those with limited mobility
- How to proceed if fire safety systems are out of order
- Who will be responsible for calling the fire and rescue service and, other services and how
- Who will meet the fire and rescue service on their arrival
- Your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- No smoking
- The alarm (a high-pitched siren)
- Who is supervising and how to identify them
- Location of exits and escape routes
- Taking only valuables immediately to hand but not to go to collect other belongings
- The assembly point in the public car park
- What will happen after that (i.e. re-entry to the building)

During the event or function you should ensure that:

- Escape routes and exits do not become blocked
- Fire doors are not propped or left open
- There is no smoking
- There are no naked flames (other than tea lights in the glass holders)
- If tea lights are present, that combustible material is kept clear
- Rooms do not become overcrowded
- Noise levels cannot drown out the fire alarm
- The number of persons in your premises is limited or controlled

