Bollington
TOWN COUNCIL

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Bollington Civic Hall

Lettings Policy and Conditions of Hire

Bollington Civic Hall is owned by Bollington Town Council. Day-to-day management is carried out by Town Hall staff. The Facilities Committee oversees the management of the Hall with the Council having overall authority.

The guiding principles of the Council in relation to the Civic Hall are:

To maintain and improve the Civic Hall for all users and to ensure that the hire charges are as reasonable as possible, in order to retain existing users and encourage new users. The Council would like the Civic Hall to be considered a destination of choice for a wide range of users.

Use of the Civic Hall

Use of the Civic Hall is subject to the rules and conditions incorporated in the hiring agreement.

Bollington Town Council reserves the right to periodically review these conditions of hire.

Bollington Town Council has absolute discretion with regard to the hiring of its facilities and reserves the right to refuse an application for the hire of the halls.

Applying to use the Hall

By entering a booking with Bollington Town Council, hirers will be deemed to have agreed to the Terms and Conditions of Hire:

- Application for use of the Hall shall be made to Bollington Town Council using the booking form.
- The right to refuse any application for the use of the Hall is reserved by the Facilities Committee or the Town Clerk provided the Town Clerk reports his/her action to the next meeting of the Facilities Committee.
- Local groups shall normally have priority use of the facilities but all arrangements to hire the hall made from outside bodies will be honoured.

- The person making the booking ‘the Hirer’ is personally responsible for payment of fees and for ensuring that the Terms and Conditions in this document are complied with.
- Access to the building is restricted to the period of hire.
- Hirers shall not have access to other areas of the hall that aren’t included in their booking.
- The building must be vacated and left in satisfactory condition by the end of the period of hire. Failure to vacate the building in line with these Terms and Conditions may result in additional charges per half hour of occupancy beyond the end of the period of hire.
- All hirers are responsible for ensuring that no nuisance is caused to any other user group, the local community, or staff, by their use of these premises. Where valid nuisance complaints are received during an event, Bollington Town Council reserves the right to terminate the event.
- All areas must be left in a clean and tidy condition at the end of the hire period. Failure to leave the hall, kitchen, toilets, and surrounding areas in a clean and tidy condition may result in an additional charge being incurred and may mean a restriction on future bookings.
- The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons aged 21 or over on duty. Any event with children/young persons should be adequately supervised. The Town Council would not normally hire the hall out for 18th and 21st Birthday Parties unless with prior approval by the Town Clerk.
- For one-off hires, a minimum booking of 3 hours is required.

Hours of Opening

The premises is licenced to be opened from 9am to midnight Monday to Sunday. These hours cannot be extended.

Capacity

The Hall has a maximum capacity of 100 seated (dining style), 120 for dancing (without chairs, tables and staging), 135 with retractable seating (107 plus 28 chairs) and 190 standing. These figures must not be exceeded.

Exceeding stated capacities will lead to immediate shut down of the hall along with forfeiting any deposits or payments made.

Bollington Town Council accepts no liability if the number of people exceeds the hall’s capacity.

Bars and catering

The hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.

Bollington Town Council accepts no liability for the health of those consuming food or drink on the premises.

The Hall does not hold a Premises Licence that includes the sale of alcoholic beverages. The Hirer can either use another publican, subject to that person having a Personal License or the Hirer may apply for a Temporary Event Notice (TEN) from Cheshire East Council and run the bar themselves. The TEN must be applied for at least 10 days before the event and it is recommended this is done as soon as possible as the permissible number of TENs is limited each year. Whichever option is used, Bollington Town Council will need to see a copy of the relevant licence.

The hirer is responsible for ensuring that attendees drink sensibly and do not get excessively inebriated. The hirer is responsible for ensuring that alcohol is not consumed by people who are intoxicated.

The hall is licensed for the supply of alcohol from 11:00am to 23:30pm.

The bar and caterers must cease service at least 15 minutes before the end of the booking time and, when events continue until the end of the Premises Licence hours, be cleaned up and have left the premises by midnight.

Any additional time spent on the premises may result in additional charges per half hour of occupancy beyond the end of the period of hire.

Entertainment

Music must cease at least 15 minutes prior to the end of the booking time and the DJ or entertainment must have vacated the premises at the finish time specified on the booking form.

Music systems are not available in the halls. Users are advised to check with Bollington Town Council in advance of the booking regarding supplying their own music and equipment.

During the use of live amplified music all doors and windows should remain closed.

Films cannot be shown beyond 11:00pm.

Performance of plays shall not be open to the public beyond 11:45pm.

Temporary event notices

Where a temporary events notice is required for other services excluding the provision of alcohol, the hirer is responsible for requesting permission from the relevant authorities. A copy must be passed to Bollington Town Council.

Payment of Hire Charges

Refundable damage deposits (in line with insurance excess) are to be paid upon booking confirmation.

Full payment of room hire must be received upon receipt of invoice. Payment can be made by cheque or BACS. All cheques should be made payable to Bollington Town Council. BACS payment details are stated on the invoice.

Card payments cannot be taken.

If a payment made to the Hall, by a hirer, is subsequently declined resulting in bank charges the Council will seek reimbursement from the hirer concerned for the charge incurred.

Bollington Town Council reviews its fees and charges annually.

Damage Deposits and charges (one-off hires only)

One off hires are subject to a refundable damage deposit as follows:

- 1-3 hours = £50
- 3-6 hours = £100
- 6+ hours = £300

The deposit, or part of it, will not be refunded if any damage has been caused or if the building is not left in a clean and tidy state.

Following each one-off event, the Civic Hall will be inspected by a member of the Town Hall staff. If the hall has not been left in satisfactory condition and the damage deposit is not going to be returned you will be informed in writing within 5 working days of your hall booking and the reasons why.

If there is an additional need for our staff to clean or tidy up after your event, the cost of this will be taken from your deposit.

Part or full deposits will be refunded within 14 working days of the booking.

Holding Deposits (one-off hires only)

A non-refundable holding deposit of 25% of the total hire fee is required to confirm one-off bookings. Bookings remain provisional until the deposit is received, and dates will only be held for up to one month. The remaining balance will be invoiced and must be paid no later than two weeks before the event.

Damage

The hirer is responsible for all guests / attendees.

The hirer is responsible for any damage (however slight) to Bollington Town Council property during, or as a consequence of, the hiring, however caused.

Bollington Town Council reserves the right to make good any damage and recover any costs from the hirer for such damage, including excesses of any insurance claim

In no circumstances will the Bollington Town Council make good or accept responsibility for the loss, theft, damage of or to any goods or property of the hirer or of any other person, left, deposited or brought onto the hired premises.

Photographs will be taken to evidence any damage to the premises.

Cancellation of Booking

The Town Council needs to maximise the lettings of the Hall and, where there are cancellations, we need to be informed at least 7 days in advance so that we have the opportunity to hire out the vacated date and time, otherwise we will have to continue to charge the original hirer.

Bollington Town Council reserves the right to cancel bookings when the premises are required for use as a Polling Station for Parliamentary or Council elections, for Council purposes, if the hall is rendered unfit/unsafe for the intended purpose or if the hall is unavailable for reasons beyond the control of Bollington Town Council, including but not limited to fire, flood, power failure, heating failure, industrial action, severe weather.

Bollington Town Council will inform you of any cancellation with as much notice as possible.

The cancellation periods still apply in the event of severe weather conditions when the halls are open and available for use.

Bollington Town Council will not be responsible for any additional costs incurred as a result of the cancellation of the booking.

Hall Set-up

The hirer shall organise the set-up of tables and chairs. Tables and chairs should be returned to the appropriate storage area and stacked appropriately at the end of each booking as directed by the Council staff.

There will be an extra charge if Council staff are required to help with the set-up and take down of tables and chairs.

For insurance purposes and safety, the retractable seating can only be operated by Council staff and must be booked in advance. See the price list for charges.

For insurance purposes and safety, the stage can only be assembled and dismantled by Council staff and must be booked in advance. See the price list for charges.

Insurance

Bollington Town Council carries public liability insurance in relation to the Council's responsibilities associated with owning and managing the Civic Hall.

The Council also carries Hirers liability insurance for individuals or not for profit groups hosting a one-off event. Businesses are not covered by the Council's insurance unless they are a not-for-profit organisation.

Sporting and fitness activities must have their own public liability insurance for regular and one-off events.

Businesses, groups and clubs must have their own public liability insurance for regular and one-off events.

Where insurance by the hirer is required, proof of their current public liability insurance prior to the dates of the hire is required to indemnify the Council in case of claim.

Bollington Town Council insurance does not extend to goods, equipment, or items other than those provided by it.

Bouncy castles

Suitable Bouncy Castles designed for indoor use are permitted in the Hall. All hirers are responsible for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as Bollington Town Council cannot accept responsibility.

The Bouncy Castle must have a PIPA inspection certificate less than one year old and conform to British Standards, a copy of which must be passed to Bollington Town Council.

Hirers must request from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance and pass on a copy to Bollington Town Council.

If the Bouncy Castle operator is setting up and taking down but not manning it, then the hirer must request and follow instructions for use and health and safety guidance provided to them by the owner.

The Bouncy Castle must be supervised by a responsible adult at all times.

Use of Premises and Supervision

A risk assessment is required prior to booking confirmation.

All relevant documentation / licenses required by law for the intended activity must be sent to Bollington Town Council prior to booking confirmation.

The hall does not offer a continuously manned caretaking facility.

All hirers are responsible for ensuring that no nuisance is caused to any other user group, the local community, or staff, by their use of these premises. Where valid nuisance complaints are received during an event, Bollington Town Council reserves the right to terminate the event.

The hirer must treat other hall users who have shared use of facilities with consideration.

If a hall hirer causes a disturbance to another hall hirer, Bollington Town Council will reserve the right to charge the hirer for any loss of income caused by the disturbance.

The hirer shall be responsible for the efficient supervision of the halls, the effective control and orderly and safe admission and departure of persons to the halls and the safe clearance of the hired premises in case of emergency.

The hirer shall ensure that any spillages are cleaned up immediately to prevent accidents and slippages.

The hirer shall ensure that all doors giving access to and from the hired premises shall be kept unobstructed and immediately available for exit during the whole time the hired premises are in use.

The hirer must make sure that they leave the hall at the time shown on the booking.

The hirer shall ensure that users leave the hall in a quiet and orderly fashion and respect the surrounding neighbours.

Litter shall not be left in or about the hall premises.

The hirer shall not use the premises for any purpose other than that described on their booking application.

The hirer shall ensure that any event or advertising of any event held complies with all intellectual property rights.

The hirer shall ensure that the capacity of the venue is not exceeded.

Parking

Vehicles are only permitted to park in the designated parking areas.

The availability of parking cannot be guaranteed.

Cleaning

Hirers must leave the hall as they find it in terms of the cleanliness and tidiness of the premises and the equipment left out in the hall. The latter includes the numbers of chairs left out in the hall and bar area and the position of those chairs. This includes the opening and tying back of curtains and blinds.

Toilet facilities must be left in a clean and tidy condition and in the same condition in which you found them.

Hall hirers are required to provide their tea towels.

The hall must be properly locked and secured unless directed otherwise and with any contents that were temporarily removed from their usual positions properly replaced.

Failure to leave the hall, kitchen, toilets, and surrounding areas in a clean and tidy condition may result in an additional charge being incurred and may mean a restriction on future bookings.

Photographs will be taken to evidence the hall being left in an unclean and/or untidy manner.

Alterations/Decorations

The hirer shall not cause or permit any interference with, or make any alterations or additions to, the fixtures, fittings, furnishings or other equipment and apparatus in the halls.

No decorations, flags, banners, signs, posters, or placards shall be displayed either inside or outside the halls without the previous written consent from the Bollington Town Council.

No advertising banners or promotional materials can be attached to railings or external areas of the building without prior written consent from Bollington Town Council.

No adhesive putty, nails, tacks, drawing pins, hooks, screws, or bolts shall be driven into the walls, doors, furniture, woodwork or any areas of the halls.

Safety Requirements

All hirers must read and be familiar with the Fire Safety Procedures and a designated person must be aware of and responsible for the evacuation procedure in the event of a fire.

All hirers must accept responsibility for the safety of their guests/anyone attending their function. They must identify and assess any potential risk posed and submit a completed risk assessment.

Obstructions must not be placed in front of exits, nor in front of the emergency exits which must be immediately available for free public access.

Parents/carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm call points, exits and emergency exits.

a) All lights and equipment are to be turned off after use and windows and doors secured.
b) There is a strict no smoking / vaping policy throughout the building and its environments.
c) The emergency lighting must always be operative.
d) Fire extinguishers shall be kept in their proper place and only used for its intended purpose.
e) The fire brigade shall be called to any outbreak of fire.
f) Performances involving danger to the public shall not be held.
g) Highly flammable substances shall not be brought into or used in any part of the building.
h) Use of the equipment in the kitchen must only be by a competent person. No children to operate the cooker/oven.
i) No unauthorised heating appliances shall be used on the premises.
j) The First Aid box is available in the kitchen to all users of the premises.
k) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
l) Helium filled balloons are not used in the main hall unless they are weighted/secured.
m) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors. This can be accommodated in exceptional circumstances for drama performances subject to a risk

assessment and a fire safety protocol being agreed with the Council. No candles or sparklers are to be lit inside the building.

n) No fireworks are to be set off inside or outside the hall.
o) Nothing is to be stuck to the floor inside the hall.

Prohibited Items

Smoking is not permitted anywhere within the building at any time.

The following items are prohibited from being used in the halls - this list is not exhaustive.

- Candles (standard birthday cake candles are permitted).
- Chewing gum / bubble gum.
- Flammable liquids, gases and oil.
- Soldering appliances.
- Unauthorised heating appliances.
- Internal table or free-standing decorations of a combustible nature (e.g., polystyrene, cotton wool).
- Smoke machines.
- Bubble machines.
- Confetti/party poppers.
- Any substance that increases floor slippage.
- Any other highly flammable items or naked flames.
- Animals, except guide dogs (unless previously agreed by the Council).
- Bicycles (mobility scooters may be allowed subject to approval).
- French chalk.
- Deep fat fryers.
- Electrical kitchen appliances (unless authorised in writing prior by Bollington Town Council).

Accidents, First Aid and Dangerous Occurrences

Hirers are responsible for seeking help in the event of an accident, incident or injury, and calling Emergency Services if required.

A first aid kit can be found in the kitchen.

A defibrillator is located on the outside of the library. Dial 999 to access/use in the event of a medical emergency.

The hirer must report all accidents involving injury to the public during the period of hire to a member of staff as soon as possible, as well as recording in the Accident Book located in the kitchen.

Any failure of equipment belonging to Bollington Town Council must be reported to a member of staff as soon as possible.

Safeguarding

Hirers are responsible for their own Child Protection Policies and/or Safeguarding Policies.

Hirers must ensure that they have appropriate adult to child ratios complying with appropriate guidance.

Electrical Appliance Safety

Any electrical appliances brought into the hall by the hirer must have a valid PAT test to ensure that the appliances are safe and in good working order.

Electrical items that are stored at the halls, with the permission of Bollington Town Council on a storage agreement will be subject to a bi-annual PAT test. The Council will undertake the tests and will charge the hirers accordingly.

Fire Safety

Please become familiar with the fire procedures and plans in the halls.

Fire doors must be kept shut but unlocked during the hire.

On discovering a fire, the hall hirer must:

- Operate the nearest fire alarm.
- Call the Fire service by dialing 999.
- Leave the building by the nearest exit.
- Proceed to the assembly point.

Do not stop to collect personal belongings. Do not re-enter the building.

If the fire alarm is activated the hall hirer must:

- Vacate the hall immediately.
- Call the fire service by dialling 999.
- Leave the building by the nearest exit point.
- Proceed to the assembly point.
- Contact Council staff as soon as possible.

If the hirer is holding an event or production for the public, fire marshals should be appointed to ensure that members of the public are escorted out of the building. Hirers will be charged an additional £100 if prohibited items have been used and have set off the fire alarms.

Storage of equipment

No items may be stored by the hirer on the hall premises without prior written agreement from Bollington Town Council.

All equipment and property (without storage consent) must be removed at the end of each hiring.

If storage is agreed, it must not hinder access to equipment already in storage.

The Council reserves the right to request the removal of equipment at any time giving a period of 7 days' notice.

If the equipment is not removed within the 7-day period Bollington Town Council will dispose 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.

Loss of Property

Bollington Town Council cannot accept responsibility for damage to or loss or theft of Hall users' property and effects.

Entry by Council Staff or Agents

Bollington Town Council reserves the right to enter the premises at all times.

Bollington Town Council reserves the right to terminate any hiring at any time during the hiring if, in the opinion of Bollington Town Council the hiring is not being conducted in the proper manner, without incurring any liability to the hirer whatsoever.

Any violence or aggression towards our staff will not be tolerated. The perpetrator will be asked to leave the premises immediately and will not be allowed to re-enter the premises on future occasions. Police will be called immediately.

Extreme Views

Council owned premises and halls will not be hired to any group disseminating extremist views or to incite violence or hatred.

Data Protection

Details regarding your booking including your name and contact number will be made available to Bollington Town Council in case of emergency and for organisational correspondence.

Civic Hall layout

This is how you should expect to find this hall and unless you have made special arrangements with the Council this is how it should be left when you leave. Please help us to keep support costs to a minimum so that we can keep the rents to a minimum.








Fire exit








Ladies