

MEMORIAL HALL

HALLWORTH DRIVE, STOTFOLD, HITCHIN, HERTS SG5 4HR



HIRER'S HANDBOOK

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Stotfold Memorial Hall
is designed to accommodate a wide range of functions

It is hoped that the information contained within this booklet will help you to plan your event and make the best of the facility.

If you need additional details, or have any queries about the Hall and its operation, please contact

The Clerk
Stotfold Town Council
The Simpson Centre
Hitchin Road
Stotfold
Hitchin
Herts
SG5 4HP
Tel: 01462 730064

A SUMMARY OF FACILITIES

January 2008

MAIN HALL (48' long x 29' Wide – 14.63m x 8.84m)

The additional stage area is 21' wide and 14' deep. It is curtained at the front and is fitted with independently switched lighting. There is a choice of access using mobile steps at the front of the stage or fixed steps at the side.

BAR AREA (30' x 11' – 9.14m x 3.35m)

Accessible from the doors which open on to the main hall. It can be used separately from, or in conjunction with the hall. The fixed bar area is equipped with a sink and worktop. It may be accessed directly from outside.

KITCHEN

A shuttered serving hatch opens on to the main hall.

There are no facilities for the preparation of hot food.

The kitchen is equipped with a double sink, ample electric sockets, an electric urn, and kettles, crockery etc. for making and serving hot drinks.

REAR HALL (29' x 16' – 8.84m x 4.88m)

Located to the rear of the main hall this room can be used separately from, or in conjunction with the main hall.

TOILETS

Male and female toilets are located off the main entrance lobby, with separate disabled toilet close to the stage, fitted with a Radar Key

CAPACITY

The maximum figures for events are as follows:

Main Hall	Close seated	196
Dining/dancing		145
Part table		176
Rear Hall	Close seated	60
Bar area	Close seated	25

FURNITURE AND EQUIPMENT

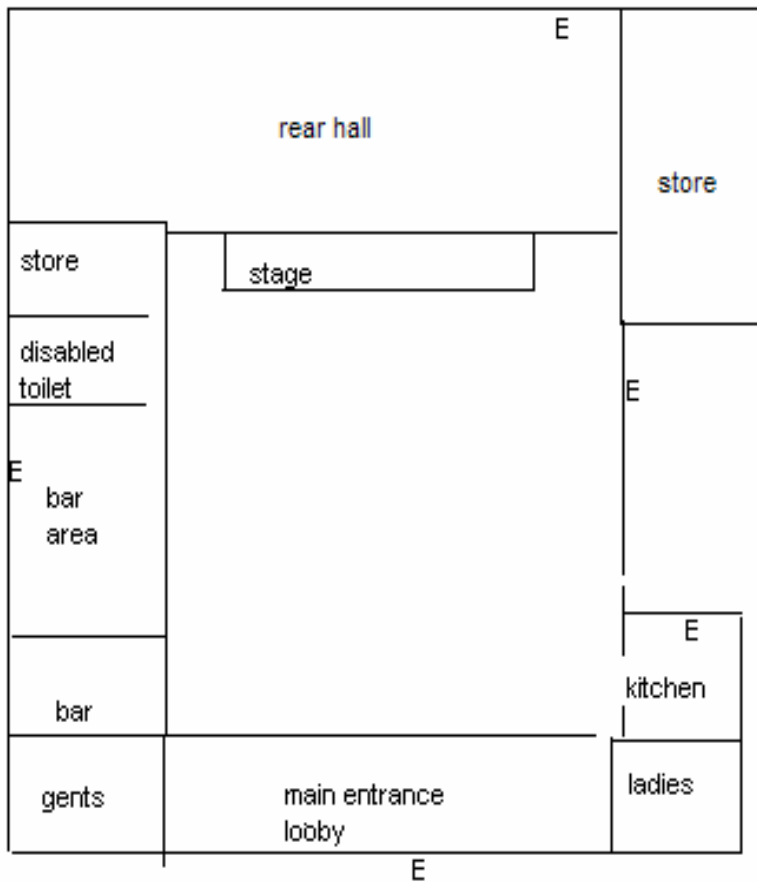
36 tables	4' X 2' – 1.22m x 0.61m
12 tables	2' x 2' – 0.61m x 0.61m
200	stacking chairs
100	cups, saucers and tea plates, kettles and tea urn

Fire safety equipment and first aid supplies meet the statutory requirements.

There is no payphone situated within the Memorial Hall, all Hirer's must ensure that a mobile phone is available for use in emergencies. The nearest payphone is situated in Hitchin Road adjacent to the Recreation ground.

FLOOR PLAN

Not to scale



PARKING

There are parking spaces located to the rear of the Memorial Hall, which incorporates two disabled bays. Access to the hall for disabled persons is via the ramped main entrance at the front.

Vehicles are to be parked only in the marked bays and must not obstruct any other area within the car park or main entrance.

On no account must the Library car park or Hallworth Drive be used for parking of vehicles belonging to persons attending events in the Hall

The information on the following pages cover the conditions on which hire is made and the restrictions placed on Local Authorities on activity in the Hall. Signature to a Hiring Agreement commits the hirer to their observance. Hirers should therefore read this information carefully and consult the Clerk if they are in any doubt as to the meaning of any items. For the purposes of these conditions the term HIRER shall mean an individual Hirer or where the Hirer is an organisation the authorised representative

STOTFOLD MEMORIAL HALL STANDARD CONDITIONS OF HIRE

1. All applications for use of the Hall must be made to the Town Clerk, The Simpson Centre, Hitchin Road, Stotfold during office opening hours. Bookings may also be made in writing or by telephone. The latter should be confirmed in writing within seven days. In any case a deposit of 25% or £5 whichever is the greater, must be deposited with the Clerk within seven days of making the booking. Arrangements for a regular booking may be made at a reduction over these rates. This is considered a 'contract' booking. Before a 'contract' booking can be considered, an organisation must book the Hall for a minimum of six bookings throughout the year.
2. THE HIRER shall indemnify the Town Council for the cost of repair of any Damage done to part of the property, including the curtilage thereof or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring. If the hire is for Dances, Weddings and Parties a holding deposit cheque of £200.00 is to be made payable to Stotfold Town Council against possible damage caused during the hire. This cheque can be collected from the Town Council office the first working date following your hire.
3. The hirer should include time needed for preparation and clearing up in establishing the total time of hire required. The hirer is responsible for making sure that the premises are not left unattended and unsecured at any time during or at the end of the hire period.
4. The hours of hiring shall be either as stated when the booking is made, or as actually used, whichever is the greater. Saturday functions must terminate by midnight. Adequate time should be allowed at the end of events to ensure that the premises may be vacated at or before the end of the hire period, so as not to interfere with the needs of other users and to observe the Public Entertainment Licence Conditions for hours of use.
5. The charges for the Hall are determined by the Hall Management Committee which is a committee of Stotfold Town Council. The Committee may alter these charges without notice.
6. The charges only go some way towards covering the expense of running the Hall, the remainder is met by the Parish Rate, and for this reason fees are doubled for non parishioners.
7. In the event of a cancellation more than one month away from the hire date 50% of the deposit paid will be refunded. In the event of a cancellation within one month and more than two weeks away for the hire date the whole of the deposit is retained. In the event of a cancellation less than two weeks away from the hire date the whole booking fee is retained.

8. Applications for free lettings shall be made in writing to the Town Council at least seven days prior to the proposed booking. The functions must be of an educational, cultural or charitable nature, with no admission charge.
9. THE HIRER shall not use the premises 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 purpose or in an unlawful way, nor do or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
10. THE HIRER shall, during the period of 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.
11. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
12. THE HIRER shall be responsible for obtaining such licences as may be needed, whether for the sale of or supply of intoxicating liquor, from the Performing Right Society, from the Phonographic Performance Limited or otherwise, and for the observance of the same.
13. 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.
14. THE HIRER shall comply with all conditions and regulations made in respect of the premises by Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
15. THE HIRER and/or other responsible persons present should be conversant with the location of first aid and fire fighting equipment and the procedures for emergency evacuation of the premises. (these are clearly displayed at several points in the Hall)
16. THE HIRER shall, if preparing, serving or selling food observe all relevant Health and hygiene legislation and regulations.
17. The Kitchen **MUST NOT** be used as a bar.
18. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
19. All hirers are informed that a Residual Current Device is fitted in the hall, which controls all power at mains in the Hall. If a faulty plug or any faulty electrical equipment is used; all power with the exception of lighting will go off.
20. Temporary decorations shall not be erected or fixed in any way to any part of the Town Council's property without prior consent being obtained.
21. At the end of the hire, THE HIRER shall be responsible for leaving the premises and surrounds 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 the Town Council shall be at liberty to make an additional charge.

22. All equipment, goods or appliances brought into the Hall for use during the period of hire shall be removed at the end of that period, unless prior arrangements to the contrary have been made.
23. All refuse resulting from the hire shall be removed from the premises and placed in the appropriate receptacles located outside the Hall.
24. The insurance held by the Town Council provides limited cover for personal and social users of the Hall, and the Clerk will provide details on request.

Commercial Users (those defined by our insurers as "making a profit out of using the building" are NOT covered by the Town Council's insurance.

25. Users of the Hall are responsible for safeguarding their own personal effects or other property and all such items brought into the Hall shall be placed/and or used there entirely at the owners risk.
26. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and only proper persons have access to the children. HIRERS are responsible for all aspects of the safety and welfare of children attending any function they organise. There must be a reasonable ratio of Adults to Children. Please ensure that children attending do not arrive before, or leave after, the hirer. The caretaker cannot be made responsible for them. Those who organise clubs or classes for children should have clearance from the Criminal Records Bureau and have a Child Protection Policy in force.
27. No activity shall be carried out on any part of the Town Council's property, which might constitute a risk either to Health & Safety or to the Hall and surrounding properties.
28. The main hall can be used for badminton by special arrangement and a fee is payable if the equipment is used.
29. All hirers shall not use sand in any area of the Hall.
30. THE HIRER shall ensure that no dogs except guide dogs are brought into the Hall
31. THE HIRER must report all accidents involving injury to the public, to a member or employee of the Town Council as soon as possible. Any failure of equipment either that belongs to the Hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority. The Clerk will give details and assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
32. A first aid box is provided and this can be found in the kitchen located in the wall cupboard nearest the window.

PUBLIC ENTERTAINMENT

The Hall is licensed for public entertainment consisting of music and/or singing and /or dancing under the Local Government (Miscellaneous Provisions) Act 1982 by Mid Bedfordshire District Council.

Full details of the conditions attached to the licence can be obtained on request, but those that may have a direct effect on the Hirer include:

- A readily identifiable, responsible adult (over 21 years old) must be present throughout the hire period to exercise general supervision, and must also ensure that relevant conditions relating to the licence are observed; properly controlled access and egress from the building; be fully conversant with the location of safety equipment and the procedures for emergency evacuation in the event of emergency, including the provision of assistance for any disabled persons present; take all other reasonable precautions for the safety of the public and maintain good order and conduct of those present. Other similar adults may be required to assist with these functions according to the type of persons present.
- Any temporary electrical installations must be in accordance with current IEE wiring regulations; not to be placed in proximity to combustible materials; not to obstruct gangways or exits routes, and be removed at the end of the hire period. Portable appliances using liquefied petroleum gas or spirit, may not be used.
- Barriers for checking or controlling admission may not be used, and no vehicle or object shall be placed so as to interfere in any way with the free use of exit routes.
- Chair clips are to be used during any public performances. Chairs are to be linked in lengths of no more than 12 and no fewer than 4. Gangways are to be maintained at 1.05m
- The premises may open or be kept open only between the hours of 9.00 to 24.30. There are specific and stringent constraints placed on noise levels generated by activities within the Hall. In particular, no amplified sound shall be allowed after midnight.

Stotfold Memorial Hall stands just off Hitchin Road in Hallworth Drive. The Hall is located within 5 minutes of junction 10 of the A1 Trunk Road