

**MEMORIAL HALL  
HALLWORTH DRIVE, STOTFOLD, HITCHIN, HERTS SG5 4HR**

**HIRER'S HANDBOOK**

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, it 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 Facilities Officer  
Stotfold Town Council  
The Greenacre Centre  
Valerian Way  
Stotfold

Tel: 01462 730064

## 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 Central Bedfordshire 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.
- Please be aware that all external entertainment providers will be asked to supply copies of their Public Liability Insurance. We will require a copy of this prior to any event taking place. The limit of liability will be a minimum of two million pounds.
- 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. Any portable appliances bought into the building must have a current Portable Appliance Testing certificate.
- A noise limiter is fitted to the main hall. Anyone wishing to use amplified music or voice systems will be subject to the noise limiting device which will prevent amplified sound from going above the set level of 88/89dB. Should sound levels go above the set level, power to all sockets will be cut, and will continue to until noise levels are reduced.
- 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 route.
- 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, when using amplified sound (Music and Vocal) all doors and windows to remain closed. No amplified sound shall be allowed after midnight.

## A SUMMARY OF FACILITIES

### 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.
- The fixed bar area is equipped with a sink and worktop.

### KITCHEN

- A shuttered serving hatch opens on to the main hall.
- The kitchen is not equipped for the preparation or cooking of hot meals.
- The kitchen can only be used for the preparation and serving of cold food. No reheating of food is permitted; however hot food may be brought in and served immediately (not kept warm).
- Outside caterers may bring ready cooked food in their own hot cabinets to the hall, and must comply with all Food Hygiene regulations.
- 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
	Part table	176
	Dining/dancing	145
Rear Hall	Close seated	60
Bar area	Close seated	25

## FURNITURE AND EQUIPMENT

36 tables – 120cm x 60cm  
12 tables – 60cm x 60cm  
6 folding tables – 180cm x 69cm  
200 stacking chairs  
100 cups, saucers and tea plates, kettles and tea urn

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

## FIRE EMERGENCY PLAN

If you discover a fire in the Memorial Hall, alert those present in the building by breaking the nearest fire alarm break glass point.

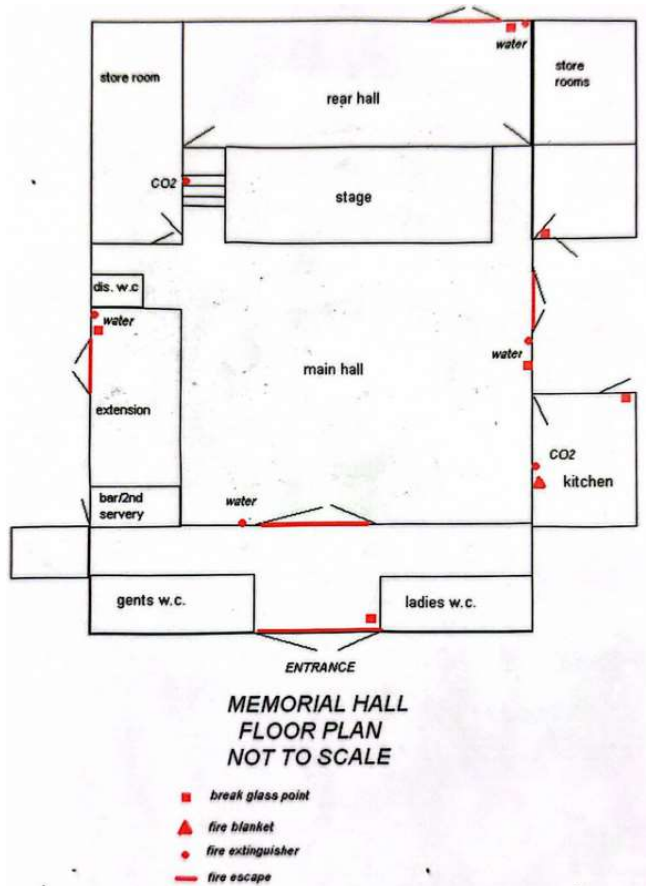
Upon hearing the fire alarm, please exit through the nearest fire escape, marked by emergency lighting, and proceed to the muster point away from the building car park to the rear of the hall.

**Call 999 and wait for the fire brigade and emergency services.  
DO NOT ATTEMPT TO RE-ENTRE THE BUILDING.**

There is no pay phone situated within the Memorial Hall, all Hirers must ensure that a mobile phone is available for use in emergencies.

## 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 Greenacre Centre, Valerian Way, Stotfold, SG5 4HG during office opening hours. Bookings may also be made in writing or by telephone. The latter should be confirmed in writing within fourteen 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. Before a regular booking can be considered, an organisation must book the Hall for a minimum of four bookings throughout the year. Regular hirers of Town Council facilities are invoiced monthly in arrears with a 30-day credit period. After the fourth pre-paid regular hire, a 10% discount will be applied. By signing a hiring agreement, you will agree to settle outstanding invoices within the 30-day credit period by the relevant payment methods. Failure to do so will result in the Council's Credit Control & Bad Debt Policy being implemented.
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 £250.00 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 Stotfold Town Council Building Management Committee. 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 lets will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission is made and where all profits from the event benefit the community of Stotfold. Requests for free lets must be made in writing to the Buildings Management Committee at least 2 weeks prior to the Building Management Committee which sits immediately before the booking.
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. Noise should be kept to a suitable level during hires as the building is situated in a residential area. There are specific and stringent constraints placed on noise levels generated by activities within the Hall. In particular, when using amplified sound (Music and Vocal) all doors and windows to remain closed. No amplified sound shall be allowed after midnight.
12. A noise limiter is fitted to the main hall. Anyone wishing to use amplified music or voice systems will be subject to the noise limiting device which will prevent amplified sound from going above the set level of 88/89dB. Should sound levels go above the set level, power to all sockets will be cut, and will continue to until noise levels are reduced.
13. 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.
14. 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.
15. 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.
16. THE HIRER and/or other responsible persons present should be conversant with the location of first aid and firefighting equipment and the procedures for emergency evacuation of the premises (these are clearly displayed at several points in the Hall).
17. THE HIRER shall, if preparing, serving or selling food observe all relevant health and hygiene legislation and regulations.
18. The kitchen must not be used as a bar.
19. 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.

20. 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.
21. 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.
22. 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.
23. 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.
24. All refuse resulting from the hire shall be removed from the premises and placed in the appropriate receptacles located outside the Hall.
25. 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.
26. 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 owner's risk.
27. 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 a valid Disclosure and Barring Service (DBS) check and have a Child Protection Policy in force.
28. 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.
29. All hirers shall not use sand in any area of the Hall.
30. THE HIRER shall ensure that no animals except assistance 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.



33. If the premises are in use for roller skating to music or any public contest, exhibition or display of boxing, wrestling, judo, karate or any similar sport, a fully equipped and signposted first aid point shall be provided to the satisfaction of the Town Council and shall be staffed adequately by trained first aid personnel.
34. Members or employees of the Town Council, or persons authorised by them, shall have the right of entry to the premises at all times.
35. The Town Council reserves the right to refuse any application for hire without stating its reasons for doing so.
36. The Town Council reserves the right to cancel the Hiring Agreement at any time, or prohibit the continuance of an event, if it considers that the Hirer has failed to comply with any of the conditions of hire, or that continuance of the event is undesirable. In such circumstances the hirer shall forfeit the whole of the fees paid for the hire, and the Town Council shall not be liable for any payment in respect of any actual or presumed loss of profit or for any other cause.
37. The TOWN COUNCIL reserves the right to cancel a hiring to enable the premises to be used for Elections, Blood Donor sessions, Essential Public Meetings which impact on the local community, as an Emergency Accommodation Centre, and for some whole Community events, in which case the Hirer shall be entitled to the refund of any deposit already paid. Regular bookings from one hirer will not be cancelled to accommodate extra dates from another regular hirer unless the Town Council Staff themselves are able to negotiate an amicable agreement.
38. This facility may be required as an Emergency Evacuation Centre in the case of an emergency situation. The Town Council reserves the right to immediately terminate the booking in these circumstances.
39. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, THE TOWN COUNCIL shall not be liable to THE HIRER for any resulting loss or damage whatsoever.
40. The Town Council reserve the right to make alterations to any of the Conditions of Hire from time to time and at its own discretion.
41. There is to be NO SMOKING inside the premises at any time, this includes the use of E-cigarettes.