



**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.

Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
SG5 4HG

Tel: 01462 730064

Email: enquiries@stotfoldtowncouncil.gov.uk

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FREQUENTLY ASKED QUESTIONS

AVAILABILITY

The Memorial Hall is available for hire seven days a week except for Bank Holidays, Christmas Eve and New Year's Eve.

HIRING AGREEMENT FORM

Hirers must sign a Hiring Agreement form and observe all the conditions of that agreement. Hirers will be given a copy of the Hirers Handbook and must agree to abide by the Standard Conditions of Hire.

HIRER FEE

The hire fee will be those in force at the time of the booking, as set out in the annually updated sheets of charges. Updated charges come into force in April of each year. Any bookings taken before the new fees are set, will be charged at the previous years' rate.

The hire fees only go some way towards covering the expense of running the Hall, the remainder is met by resident's Council Tax, and for this reason fees are doubled for non-parishioners.

The hire fee can be paid by bank transfer, card (credit/debit) or cash. We are unable to accept American Express card payments. Our preferred method of payment is bank transfer.

Free lets will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge 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 Buildings Management Committee Meeting which sits immediately before the booking.

DURATION OF HIRE

The hirer should include time needed for preparation and clearing up in establishing the total time of hire required. Our Keyholders will meet you at the Hall at your start time and return at your end of hire. At the end of the hire, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, any contents temporarily removed from their usual positions properly replaced, otherwise the Town Council shall be at liberty to make an additional charge.

The lead hirer will need to be present at the start time of the hire to undertake a handover of the Hall with the Keyholder. Please include this when assessing time required for the hire.

Please be aware that entrance to the Hall will not be given without the lead hirer present, even if 3rd party entertainment is waiting to begin setting up at the Hall.

END OF HIRE

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, floors swept, and surfaces wiped down where appropriate and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

All refuse resulting from the hire shall be removed from the premises and placed in the appropriate receptacles located outside the Hall.

The lead hirer will need to be present at the end of the hire to complete a handover of the Hall back to our Keyholders.

CANCELLATIONS

If a hirer wishes to cancel a booking more than one month before the hire date, 50% of the deposit will be refunded. If the booking is cancelled within one month and more than two weeks, the whole deposit will be retained. If the booking is cancelled two weeks or less before the hire date the whole fee is retained.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, essential public meetings which impact on the local community, and for some whole Community Events.
- (ii) Us reasonably considering that (a) such hiring will lead to a breach of licencing conditions, if applicable, or other legal or statutory requirements, or by (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (iii) The premises becoming unfit for your intended use.
- (iv) 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.

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.

BOUNCY CASTLES/ THIRD PARTY ENTERTAINMENT

Bouncy Castles are permitted to be used inside and third party entertainment can be hired subject to suitable Public Liability Insurance of a minimum of £2,000,000 and an Event Risk Assessment.

Bouncy Castles cannot be more than 9ft tall.

ACCIDENTS AND DANGEROUS OCCURANCES

THE HIRER must report all accidents involving injury to the public, to a member or employee of the Town Council within 24 hours. 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 Health & Safety Executive's Incident Contact Centre. The Town Council will give details and assistance in completing this form and can provide contact details of the Incident Contact Centre.

This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR).

EXPLOSIVES AND FLAMMABLE SUBSTANCES

You must ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

SMOKING

There is to be NO SMOKING inside the premises at any time, this includes the use of E-cigarettes and vapes.

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must 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.

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.

WI-FI

Where Wi-Fi is available the use of it must be in accordance with the terms and conditions contained within this document.

HIRES FOR POLITICAL PURPOSES

Any booking for Party-political purposes is subject to our Political Hire Procedures 2025.

MISCELLANEOUS

The rear hall may be hired separately from the Main Hall by a different hirer, but only where neither will cause disturbance to the other.

Where the two halls are hired separately, shared use of the kitchen facilities will be at the discretion of the Town Council.

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.
- Any temporary electrical installations must be in accordance with current IET 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 08.00 to 24.00. 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.

Please be aware that all external entertainment providers will be asked to supply copies of their Public Liability Insurance and Event Risk Assessment. We will require a copy of this prior to any event taking place. The limit of liability will be a minimum of £2,000,000.

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.
- 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



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 Town Council 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

If you are in any doubt as to the meaning of any of the conditions, you must seek clarification from us without delay.

APPLICATIONS

All applications for use of the Memorial Hall must be made to the Town Council, The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG during office opening hours. Bookings are made by completing a Hiring Agreement form and making a deposit of 25% or £5 whichever is the greater. Applications must be received seven days of making the booking otherwise Stotfold Town Council reserve the right to cancel the provisional booking without notice. The outstanding sum is due no later than two weeks prior to the booking otherwise Stotfold Town Council reserve the right to cancel the booking without notice.

The Town Council reserves the right to refuse any application for hire without stating its reasons for doing so.

CHARGES

The charges for the Hall are determined by Stotfold Town Council Building Management Committee. The Committee may alter these charges without notice.

REGULAR HIRERS

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.

DAMAGE DEPOSIT

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. A damage deposit of £250.00 is required to cover the insurance excess incurred. The damage deposit can be made by cheque, cash or card pre-authorisation.

DURATION OF HIRE

The hours of hiring must be stated when the booking is made. 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.

The hirer should include time needed for preparation and clearing up in establishing the total time of hire required. Our Keyholders will meet you at the Hall at your start time and return at your end of hire, they will check the hall for damage and check it has been left in the same condition it was handed over to the hirer.

The lead hirer will need to be present at the start time of the hire to undertake a handover of the Hall with the Keyholder. Please include this when assessing time required for the hire.

Please be aware that entrance to the Hall will not be given without the lead hirer present, even if 3rd party entertainment is waiting to begin setting up at the Hall.

AGE

You, not being a person under 25 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

SUPERVISION

During the period of the hire, you are responsible for:

- (i) Supervision of the premises, the fabric and the contents;
- (ii) Care of the premises, safety from damage however slight or change of any sort;
- (iii) 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.

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.

When the hall is hired for a use predominantly for people aged 16 – 21, the Town Council will specify the number of adults over the age of 25 must be present at the hall throughout the hire to supervise.

USE OF PREMISES

You must not use the premises (including the car park) for any purpose other than that described on the Hiring Agreement Form and must 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 on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

THE HIRER shall, if preparing, serving or selling food observe all relevant health and hygiene legislation and regulations. 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 must not be used as a bar.

All hirers shall not use sand in any area of the Hall.

THE HIRER shall ensure that no animals except assistance dogs are brought into the Hall. You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

WI-FI

WI-FI SERVICES

When using the Wi-Fi service you agree at all times to be bound by the following provisions:

- (i) not to use the Wi-Fi service for any for the following purposes:
 - a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - c) interfering with any other persons use or enjoyment of the Wi-Fi service; or
 - d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

TERMINATION OF THE WI-FI SERVICE

We have the right to suspend or terminate our Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our Wi-Fi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service;
- (iv) if you resell access to our Wi-Fi service; or
- (v) if you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

AVAILABILITY OF WI-FI SERVICES

- (i) Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, storage and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the main hall.

- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication of the speed at which your Wi-Fi enabled device or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

PRIVACY AND DATA PROTECTION

- (i) We may collect and store personal data through your use of our Wi-Fi service.
- (ii) We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the Wi-Fi service.
- (iii) By using our Wi-Fi service, you agree to the terms of this clause. If you would like more information or object to anything in these conditions, you should speak to the Town Clerk.
- (iv) When using the Wi-Fi service the Hirer agrees at all times to be bound by the following provisions:
 - a) not to use the Wi-Fi service for any for the following purposes:
 - i. disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - ii. transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - iii. interfering with any other persons use or enjoyment of the Wi-Fi service; and
 - iv. making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
 - b) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

END OF HIRE

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, floors swept, and surfaces wiped down where appropriate and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

All refuse resulting from the hire shall be removed from the premises and placed in the appropriate receptacles located outside the Hall.

The lead hirer will need to be present at the end of the hire to complete a handover of the Hall back to our Keyholders.

TABLES AND CHAIRS

Tables and chairs are available to use and must be set up and put away by the hirer. Please note, tables should be carried out by two people due to their weight. A Chair trolley is available for the hirers use.

DECORATIONS

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.

NO ALTERATIONS

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

CANCELLATIONS

If a hirer wishes to cancel a booking more than one month before the hire date, 50% of the deposit will be refunded. If the booking is cancelled within one month and more than two weeks, the whole deposit will be retained. If the booking is cancelled two weeks or less before the hire date the whole fee is retained.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, essential public meetings which impact on the local community, and for some whole Community Events.
- (ii) Us reasonably considering that (a) such hiring will lead to a breach of licencing conditions, if applicable, or other legal or statutory requirements, or by (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (iii) The premises becoming unfit for your intended use.
- (iv) 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. 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.

In event of the Town Council cancelling your event for the reasons detailed above, 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.

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.

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.

INSURANCE AND INDEMNITY

- (i) You are liable for:
 - a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents.
 - b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our Wi-Fi service (if any).
 - c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our Wi-Fi service (if any), and
 - d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our Wi-Fi service (if any), and subject to sub-clause 4(ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses 4(i)a) and 4(i)b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses 4(i)c) and 4(i)d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - a) any insurance excess incurred and
 - b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses 4(i)c) and 4(i)d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to the Town Council. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

The insurance held by the Town Council provides limited cover for personal and social users of the Hall, and the Town Council 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.

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.

NOISE

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.

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.

LICENCES

We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a TEN to the licensing authority.
- (iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with the terms of this clause, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

THE HIRER shall be responsible for obtaining such licences as may be needed, whether for the sale of or supply of intoxicating liquor or other such licensable activity.

Stotfold Town Council will provide a licence for PPL PRS for the use of recorded music in the hall at the cost of the Town Council. You must ensure that we hold relevant music licence for your purposes, or where appropriate, you must hold such licence(s).

MUSIC

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

FILM

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

PUBLIC SAFETY COMPLIANCE

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our 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. You must also comply with our health and safety policy.

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.

You must call the Fire Service to any outbreak of fire, however slight, and give details to the Town Council

- (i) You acknowledge that you 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. (Include diagram of location when handing over keys.)
 - 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.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
 - That all fire exits are unlocked and panic bolts are 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 fire-hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

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.

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).

SMOKING

There is to be NO SMOKING inside the premises at any time, this includes the use of E-cigarettes and vapes.

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must 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.

GAMBLING

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.

ELECTRICAL APPLIANCE SAFETY

You must ensure that any electrical appliances brought by you to the premises and used there are 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 you must make use of it in the interests of public safety.

THE HIRER shall ensure that any electrical appliances brought by him them to the premises and used there are PAT tested and are safe and in good working order. They should be used in a safe manner.

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.

HEATING

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

EQUIPMENT

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.

We accept 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.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended.
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the

Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

ACCIDENTS

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 Health and Safety Executive's Incident Contact Centre. The Town Council 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.

A first aid box is provided, and this can be found in the Kitchen located in the wall cupboard nearest the window.

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.

TOWN COUNCIL RIGHT OF ENTRY

Members or employees of the Town Council, or persons authorised by them, shall have the right of entry to the premises at all times.

EXPLOSIVES AND FLAMMABLE SUBSTANCES

You must ensure that:

Highly flammable substances are not brought into or used in any part of the premises.

No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

PROHIBITED ITEMS

The use of bubble or smoke machines are not permitted.

FLY POSTING

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

SALE OF GOODS

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

NO RIGHTS

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

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.