

# BEACON HILL SPORTS ASSOCIATION

## HIRE OF WICKHAM BISHOPS VILLAGE HALL

### CONDITIONS OF HIRE: PLEASE READ CAREFULLY

1. The Hall is available to hire from 8.00am to 11.30pm daily except on Sundays (8.00am to 10.00pm).
2. The BHSA can use its discretion to refuse a booking request from a hirer without giving a reason. In any event, birthday parties for 15-19 year olds will not be considered and bookings will only be accepted from hirers who are aged 21 or over.
3. A completed booking form and booking deposit of £..... must be sent to the Booking Clerk within 14 working days from the initial booking to secure the date. Failure to do this may result in the date being given to another hirer. The balance of the full cost of hire must be paid no later than one calendar month before the event. The booking deposit will be banked and a cheque issued for the same sum within one week following the event, subject to '4' below.
4. In the event of a cancellation, there is a sliding scale for refunds of the booking deposit paid: if less than two weeks before the event, no refund will be given; if between two and three weeks, 50% will be refunded; if more than three weeks 75%.
5. The hirer shall be responsible for any loss or damage to the structure, equipment, fixture and fittings of the premises, which must be left in a **clean and tidy** condition – this also applies to the cooker, if used. Subject to the discretion of the BHSA, the cost of making good such damage or cleaning will be deducted in either whole or part from the booking deposit.
6. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations and shall solely be responsible for any repercussions if having failed to do so.
7. The hirer shall, if using their own electrical equipment, ensure that it has been properly PAT tested and shall solely be responsible for any repercussions if having failed to do so.
8. The premises are licensed for the sale of alcohol providing it is consumed WITHIN the halls. If the sale of alcohol is to be consumed outside and within the external boundaries of the premises then the consent of the BHSA must be obtained for these events as they will require an individual bar licence. Events requiring a separate licence are those where money exchanges hands for alcohol, either by direct purchase or when included in payment to attend the event (and is not consumed wholly within the halls) or which are governed by the regulations of the Music and Dancing Licence.
9. Where applicable, the hirer must apply to Chelmsford Borough Council for a bar licence at least two months before the event and send a photocopy to the Booking Clerk at least one calendar month before the event, along with the balance of the cost of hire.
10. Music must cease by **11.30pm** and the premises vacated by **11.59pm** by which time the lights in the car park will go out. **Hirers must also be aware that the key fob door will automatically lock closed at 11.59pm – re-entry after that time will not be possible.** On Sundays no music is allowed in the hall after 6.00pm and the hall must be vacated by 10.30pm.

11. The hirer shall control all music provided at these premises so as to prevent any nuisance being caused to the local residents (**all doors must be kept closed**). There is a noise-limiting device fitted to the hall which must be used – excessive noise will result in the power to the electric sockets being turned off. Bookings where music is played are liable to a sliding scale Performing Rights Levy, depending on the number of people attending (see Booking Form).
12. The hirer shall ensure they have the correct insurance in place to cover the event: a) Your property and the property of all attendees is not covered, even if you have been given written permission to store the property in the Hall. You need to make your own property insurance arrangements. b) Public liability insurance may be covered by the BHSA's policy if you are a non commercial organisation. Established groups/organisations should take out their own insurance. c) Public liability for commercial hirers and individuals hiring the centre for personal financial gain is not covered by the BHSA's policy. You need to make your own public liability and/or professional insurance arrangements.
13. The hirer has a responsibility to know how many attendees are present at the event. The hirer should brief attendees on emergency evacuation procedures at the beginning of the period of hire. If the fire alarm sounds, the hall must be vacated immediately via the three fire exits. In the event of an evacuation, the hirer must check that all attendees have evacuated the area of hire, that they have reached the assembly point and that no one re-enters the building until authorised to do so by police/fire officer/responsible person. **Fire exits must be kept clear at all times.**
14. The hirer shall ensure they have adequate stewarding for cars to avoid any possible traffic incidents. No cars should be parked in Wooldridge Place.
15. Where the hall is being used for an indoor sports event it is a condition of the hire that a suitably qualified First Aider will be in attendance.
16. Children involved in an activity on the premises must at all times be supervised by a responsible adult.
17. The hirer must ensure there is adequate supervision of attendees both inside and outside the premises.
18. **No smoking is allowed inside these premises. There is an ashbin on the wall at the front of the hall, for use by attendees. If anyone smokes anywhere on the hall premises it will set off the fire alarms and the fire brigade will automatically attend the premises. If this occurs, it will result in a reduction of £75.00 from the booking deposit to cover the call-out fee. For the same reasons, no smoke machines or other forms of pyrotechnics must be used.**
19. If the Small Hall and/or Boardroom are not booked and paid for, but are used by the hirer, the hirer will not be covered by the BHSA's insurance and the cost of the room hire will be deducted from the Booking deposit held.
20. The hirer shall ensure that all the curtain blinds are in the 'down' position if they are using the hall after dark.
21. **No bottles or glasses of drink may be taken outside the hall unless you have applied for a bar licence that specifically permits you to do so. Failure to comply with this condition may result in the forfeiture of the booking deposit.**
22. The hirer shall ensure that all recyclable items such as bottles/cans/plastic containers/cardboard and unopened or unused surplus food are taken away after the event. All uneaten food scraps must be placed in the grey food caddies located in the kitchen. All

other items must be placed in the black bags provided, tied at the top and put in the wheelie bins situated in the refuse cupboard outside the hall.

23. The Hirer shall ensure that all lighting is turned **off**, all doors are locked, all windows are closed and the building is left **secure** after the function. The key fob should be returned to the Booking Clerk without delay after the event. Loss of the key fob will result in a reduction of £25.00 from the Booking deposit.

*Last updated 12/11/16*