

STOCKBRIDGE TOWN HALL

Conditions of Hire

These conditions incorporate the Supplemental Conditions of Hire dated 6 July 2020



General Conditions of Hire

1. There must be a Responsible Adult in charge on the premises at all times. This must either be the Hirer or a person positively nominated by the Hirer who then has prime responsibility for ensuring that the hall is used sensibly and responsibly, and that fire, health and safety rules are followed during the whole period of hire.
2. All users shall use the Hall appropriately and treat other users with courtesy and respect.
3. No animals, other than guide dogs, shall be permitted within the premises, unless with prior approval.
4. All areas in use must be left clean and tidy at the end of the booking period. Waste produced by sales/exhibitions/demonstrations must be removed by the exhibitors. If it is necessary for us to undertake additional cleaning of the premises following your booking we reserve the right to add the cost of this to your booking charge.
5. All windows and internal doors are to be left closed on departure and the hall checked to ensure everyone has left the building and that the rear door has been closed.
6. All breakages must be reported and paid for.
7. Any damage, or non-working of systems or complaints should be reported to Sarah Madden 01264 811569 if urgent. For non-urgent maintenance this should be entered in the maintenance book in the kitchen or reported to our automated phone number 01264 513299 or email admin@stockbridgetownhall.co.uk
8. Users of the Hall are responsible for their own public liability insurance for the activities they are undertaking.
9. Some areas of the premises may be closed for building work / repairs or there may be restricted use of some rooms within the premises from time to time. Notice will be given of such circumstances and a revised charge may apply if this significantly restricts the hirers intended use of the room.
10. When the Porter and Barham Rooms are booked by separate users, and both users are undertaking activities open to the public, the folding doors between the two rooms shall be open unless mutually agreed otherwise.
11. Regular users of the Hall may use the storage cupboards in the Barham Room by agreement free of charge subject to availability. However, if the Barham Room is booked for a use to which the general public do not have access, then access to the cupboards is also not available for the duration of that booking. Users of the cupboards will need to monitor other bookings and make arrangements to access the cupboards before or after the private booking.
12. Stockbridge Town Hall has a music premises licence enabling non-commercial hirers to play music during their booking. Commercial hirers who wish to play music in public must ensure that they have paid for the appropriate licence to enable them to comply with the law. We reserve the right to inspect licences for hirers playing music on our premises and will not be responsible for any breach of the licencing requirement because of a hirer's failure to comply.
13. Hirers are responsible for safeguarding vulnerable children or adults and must provide a copy of their safeguarding policy and DBS certificate where this is appropriate to the purpose of use.
14. Retail hirers must avoid selling product brands to which Stockbridge traders have exclusive rights within the Stockbridge area. Please see the [list of brands on our website](#). If in doubt, please contact the relevant High Street retailer prior to the booking.

Booking and Payment

15. Once a confirmation of a booking has been sent to the hirer by email then a contract exists between us which is subject to these terms and conditions.
16. An invoice will be emailed shortly after your bookings in any month and is due for payment within 14 days. If invoices are not paid within this period the hirer may be de-registered and future bookings cancelled. Additional charges may be levied if required.
17. Cancellations must be in writing (letter or email) and, if received less than 7 days before the booking is due to commence, will result in full payment being due.

18. Charges may be revised with one month's notice being publicised on our website. Booking costs are fixed at the price at the date of making the booking.
19. Bookings are made in 30 minute slots: from 8am – 10pm with a minimum period of 90 minutes per booking
20. Weekend bookings by commercial customers must be for a minimum of 8 hours.
21. Booked time must allow for setting up, clearing away and cleaning after use.

Safety Issues

22. Hirers must follow the *Safety Rules* displayed on the premises and emailed with each booking confirmation. The entrance area and emergency escape routes must always be kept unobstructed.
23. All hirers must confirm that they know the emergency escape routes (see **Essential Information** page). They must explain the fire escape procedures to their staff and ensure that they or a nominated representative is present during their period of hire.
24. When there is a meeting or performance those present must be made aware of the fire escape before the commencement.

Fire procedures in the event of a fire

25. In the event of a fire, activate a fire alarm. The Town Hall has heat and smoke detectors which may also sound the alarm.
26. If the fire alarm is activated, evacuate the building immediately using the designated fire exits. The Hirer/Responsible Adult shall ensure that all areas of the building including toilets etc. have been evacuated and all doors shut. Nobody must use the lift
27. The Responsible Adult shall be responsible for calling the Fire Brigade.
28. Nobody should re-enter the building until the Fire Brigade say it is safe to do so.
29. Any person who cannot get down by the staircase from Hurford Hall should be kept in the designated refuge area (the chair store) with the doors shut. *The Fire and Rescue Service must be told of this as soon as they arrive.*

Signs and Advertising

30. According to Borough Council regulations any advertisements displayed on the highway require planning permission. Test Valley Borough Council may take legal action involving a fine and will remove posters. The fine may be applied both to the fly-poster and to the Town Hall. We will recover the payment from any hirer who has ignored this warning.
31. Brackets are provided on the front wall and west wall for the purpose of fixing posters/flyers. Signs or posters are not to be put on the glass windows at the front.
32. Within the hall nothing must be fixed to any of the walls e.g. with Blu-tack, Sellotape, staples or drawing pins. There are picture rails in all rooms and picture hooks can be supplied if needed.
33. Posters and advertising both inside and outside the premises must be removed at the end of the booking.

Counter-Radicalisation and Security Act 2015 - Section 26(1)

34. No activity which may be construed as drawing people into terrorism is permitted to take place at this venue. Should any allegation be received, or if the Trustees have reason to suspect non-compliance, the Trustee Board will investigate and may decide to cancel or modify the function(s), to ensure compliance with the law.

Failure to adhere to General Conditions of Hire

35. In the event of failure to adhere to any Conditions of Hire, the Management Committee reserves the right to cancel and/or refuse future bookings.

Stockbridge Town Hall

Supplemental Conditions of Hire

[Applicable from 6 July 2020 until further notice]

The hirer, will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown below (also on display in the hall). Hirers must comply with the actions identified in the Hall's Covid-19 risk assessment set out in **Annex A** and any other specific measures agreed as set out in the hirer's own **Operating Method Statement**. Retail use hirers should also read and follow the [latest Government Guidance](#) for safe working in shops and branches so far as it is applicable.

COVID-19 SECURE GUIDELINES

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms or if you have been contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the Hall Caretaker on **01264 811569** and alert the organiser of the activity you attended.
- 3. Maintain social distancing as far as possible:** Wait if too many people are already inside and observe any one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided in all toilets.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Wash your hands afterwards.
- 7. Check the organisers of the activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. *We cannot clean all surfaces at the hall between each separate hire.*
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated.** Close windows and doors when leaving.

COVID-19 Risk Assessment

The health and well-being of our employees, volunteers, hirers, customers of hirers, contractors, and any others who may be present in the building, is our priority. The Trustees have undertaken a risk assessment and agreed to take the steps below with the aim of trying to ensure everyone remains as safe as possible during the current pandemic.

Stockbridge Town Hall (what we will do)
1. Provide alcohol-based hand gel sanitiser, paper towel roll and bins on tables by both front entrances to the hall.
2. Provide soap pump dispensers in all toilets, display signs on the recommended hand washing method, and ensure hand driers are working properly each day.
3. Seal all kitchen cupboards, drawers and appliances (except for one kettle and refrigerator)
4. Provide paper towels in each kitchen area and toilets for customer use.
5. Display signs on walls throughout the building to remind everybody about social distancing requirements including allowing only one person at a time in the toilets and kitchen
6. Provide moveable sign holders for hirers to use to control the number of people entering, the direction of movement inside the room, and the exit route from the room/building. <i>Hirers will be able to temporarily affix their own (A4 sized) personalised signs if they wish.</i>
7. Fit a Dorgard to internal fire doors in each room to enable doors to be held open while complying with fire safety requirements.
8. Provide a code entry exterior wall safe to hold the keys to the premises
9. Maintain a free Wi-Fi facility for hirers use to enable acceptance of contactless payments (if appropriate).
10. Suspend online registrations and bookings for the time being to ensure that we are aware that the proposed use is in accordance with current Government guidelines and limitations that we must apply.
11. Continue to waive booking fees for cancelled bookings received in writing (email) up to and including the day of the booking.
12. Allow hirers 15 minutes if needed (free of charge) in addition to the booked time, in order to undertake the additional cleansing activities required.
13. In addition to our normal cleaning activities carry out a daily antiseptic clean of all door handles, light switches, lift buttons, kitchen surfaces, shelves, stage front, taps and toilet handles, and moveable signs. <i>(This will either be done after the final booking of the day or before the first booking but <u>not</u> in between bookings on any one day)</i>
14. Notify hirers immediately if their booking must be cancelled at short notice due to notification of the prior presence in the building of persons with either suspected or confirmed Covid-19 or a contact now required to self-isolate. <i>Use of the hall will be prevented until a deep clean can be carried out.</i>

Hirers (what you must do)

1. Provide a copy of your **Operating Method Statement** at least 14 days before your first booking is due to take place and, once approved, carry out all the agreed measures ensuring activities are undertaken within current Government guidelines.
2. Provide your own cloths and domestic cleaning products for cleaning any equipment used including but not limited to table surfaces / edges, chair backs, trolley, sign holders, ledges, stage drawer handles, switches, lift buttons, door handles, toilet washbasins, taps, toilet seats.
3. (If intending to use the kitchen) bring your own crockery, cutlery and tea towels. If used, you are required to clean the refrigerator, kettle, sink and taps
4. Ensure that areas of wooden flooring used in Hurford Hall are wiped down after any exercise or art class that uses mats or protective coverings laid down on the floor.
5. Ensure paper towels are deposited in the bins provided.
6. Keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
7. Only keep open fire doors that are fitted with a special (Dorgard) device as otherwise this may invalidate our fire insurance cover in the event of a claim.
8. Ensure that any items brought in to the building are removed at the end of the hire period and you dispose of any rubbish in the bins outside.
9. (If applicable to the purpose of hire and numbers present) control movement of customers inside the building to maintain social distancing by having one-way direction routes. See below for suggested routes depending on numbers present and the rooms in use by you and other hirers: -
Hurford Hall (if downstairs rooms are also in use) **entrance** via main door, **exit** down back stairs and out via the rear door
Barham Room only in use (sliding door shut) - **entrance** via main door and room door down the rear corridor and **exit** via the door to the patio.
Porter Room only in use (sliding door shut) - **entrance** via glass doors, **exit** via the side door to the lobby and out through the main door.
Porter and Barham Rooms both used by the same hirer - **entrance** via glass doors and **exit** via the Barham Room door or via the Porter Room side door to the lobby then out through the main door.
10. (If applicable to the purpose of hire) you must have measures to control numbers entering the room to maintain recommended social distancing requirements including while waiting to enter the premises, and observes the one-way system within the premises
11. (If applicable to the purpose of hire) make sure that everyone likely to attend your activity or event understands that they must not do so if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the NHS Track and Trace system to alert others with whom they have been in contact.
12. Try, as far as is possible, to collect the name and contact phone number of those attending your event, and provide details if asked to do so by the NHS track and Trace system. Keep any record collected for 21 days then destroy it in order to comply with data protection regulations.
13. Cancel your booking (at no cost to you) if you, or any of your helpers, have displayed any Covid-19 symptoms in the 14 days prior to the start of your booking.
14. Agree to vacate the premises, as soon as possible, if required to do so because we have been notified that a person with suspected or confirmed Covid19 (or who has been in contact with that person and who is now in isolation) has recently been present in the building. *You will be informed when you can return after we have undertaken a deep clean of the premises.*