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**THE NEW HALL - REGULAR USERS CONTRACT OF HIRE**

**User Group Name: .....................**

**Room Hired: .....................**

**Description of Usage: .....................**

**Day(s) of week/month: .....................**

**Time’s room required: .....................**

**Hall/Conference Charges: £9 PER HOUR (AFTER 6PM)**

**Name of designated**

**responsible person: ......................................**

**Address:**

 **......................................**

 **......................................**

 **......................................**

**Contact telephone Nos: ......................**

**E-Mail: ......................**

*we may use this for enquiries & to invoice you)*

Hire fees will be reviewed on an annual basis. Any changes will be advised to you as soon as possible.

Invoices for payments will be sent to you or your Treasurer each month. Prompt payment of rental fees would be appreciated. Bawtry Town Council reserves the right to charge for late payment.

I hereby acknowledge receipt of the Terms of Hire and agree to comply with all the conditions set out in this document.

Signed: **........................**

Name:*(please print)* **........................**

Document Dated: **........................**

Please return this completed Contract of Hire to the Town Clerk. You are advised to retain a copy of this document for your own records

1. **BOOKINGS**
2. The Town Council shall have the right to refuse or cancel the use of the hall to any individual or regular hirer.
3. Whilst every effort will be made for regular users to occupy the same room, the Town Council reserves the right to allocate an alternative room without loss of facilities if it becomes necessary.
4. This contract of hire is specific to the room stated on page 1 of this document. If another room is used/required this can be arranged via the Town Clerk and a charge may be levied for this room.
5. All damage will be the responsibility of the hirer.
6. The premises must not be sub-hired or used for any unlawful purpose or in any unlawful way. Users are required to fully disclose their intended use of the hall.
7. Any group participation function should adequately insure against personal injury. Equipment brought to the centre for use should be covered by public liability insurance.
8. The Group hiring the facility will be responsible for making sure the usage is trouble free and that guests leave the premises in a quiet and orderly manner. Hirers must have available the telephone numbers of the emergency services and be clear on how to contact such numbers should a need arise.
9. Where the hall is being used to hold regulated entertainment (plays, films, recorded or live music performances, dance performances, indoor sporting events and similar entertainment) you must ensure the activity is covered by the Premises Licence. A copy of the licence may be viewed on request and is located in the entrance area to the main hall in the notice board and you are deemed to have had notice of the permitted licensable activities. You are also responsible for obtaining and observing any licenses required by the Performing Rights Society.
10. Alcohol: You must inform the Town Clerk if alcoholic drinks are to be available at the event. Sale of alcohol may NOT be undertaken Alcohol should NOT be stored or left in the building. Alcohol is NOT to be consumed by persons under the age of 18. Alcohol is NOT to be consumed outside of the building. The hirer accepts responsibility for full compliance with the relevant Licensing Acts.
11. The Town Council cannot accept any responsibility for any theft or damage to any vehicle left in the car park. No vehicles should be left overnight. Cars must be parked so as not to cause an obstruction to any entrance or exit from the Hall
12. **PAYMENTS**

 Payment for regular users is by arrangement with the Town Council. Method of payment

can be by BACS/Direct Debit/or Cheques made payable to Bawtry Town Council. BACS is the preferred payment method to account details:

Account Name: Bawtry Town Council

Sort code: 40 19 20

Account no: 00133337

Bawtry Town Council reserves the right to charge for late payment of rental fees.

1. **CANCELLATION**

**Cancellation by the Hirer**

Cancellation must be one month in advance of the event, Adverse weather conditions notwithstanding.

Cancellation should be made by telephone to the Town Clerk or by email. If by post please forward to the following address:-

Bawtry Town Council

C/o The New Hall

Station Road (off Peaks Croft)

Bawtry

DN10 6PU

**Cancellation by the Centre**

We will be entitled to cancel your booking without any liability to you at any time if:-

1. Your booking might, in our reasonable opinion, damage our reputation or,
2. You are more than 30 days late in making any payment due or,
3. If any credit facilities which have been agreed with you for payment are suspended or terminated for any reason and you then fail to pay us within three days the total charges shown on the event schedule.
4. If we have to alter or cancel your booking we will do our best to offer you a reasonable alternative choice of facilities. If we cannot offer you a reasonable alternative choice of facilities, we will refund to you payment which you have made to us for the event and we will have no further liability to you.
5. **SAFETY REGULATIONS**
	1. Organisers of events must not allow the maximum attendance capacity to be exceeded
	2. Fire appliances must be kept at their proper places and used for no other purpose. Hirers should be aware of Fire Safety regulations and not allow fire exits to become obstructed in any way. In case of an emergency the Fire assembly point is in the car park.. Fire doors must not be held open using artificial means i.e. wedges, chairs etc. The public areas i.e. entrance and toilets are not to be used as activity areas and must be left clear at all times. Bringing onto the premises any propane gas heaters or cooking equipment without the express written permission of the Council is strictly prohibited The use of lighted candles and combustibles in the building is not allowed without prior permission from the Town Council.
	3. Smoking is not permitted anywhere on the premises.
	4. Fire Escape: Please make yourself familiar with the evacuation procedure displayed in the entrance hall.
	5. Exits are marked. The Fire Brigade must be called to any outbreak of fire. Do not tamper with fire extinguishers or discharge them except in emergencies. Should an extinguisher be discharged for any reason, please inform the hall booking clerk immediately
	6. Accidents of any kind occurring while on the premises should be recorded in the Accident book, situated in the bar area and reported to the Town Clerk within 24 hours.
	7. A First Aid box is located in the bar area.
6. **ENVIRONMENTAL HEALTH**
7. Any equipment brought on the premises must be by consent of the Clerk to the Council. Hirers are responsible for ensuring that any suppliers of equipment is properly tested and conforms to current regulations.
8. Only responsible adults should use any catering equipment. The kitchen must not be used for any other purpose other than catering. Food and Hygiene regulations must be adhered to at all times. Hirers must observe the food safety regulations. You must inform the booking clerk if you are preparing food for sale. When leaving the hall, please make sure that the cooker, kettle or electrical appliances are turned off at the mains. Floors and surfaces should be cleared of crumbs and spills. Any equipment should be washed and put away.
9. There are no storage facilities available at the Hall without prior arrangement. All personal items must be removed on the day of hire, i.e. catering equipment, sound equipment, etc.
10. Where storage has been agreed Groups should confine their equipment to the agreed space and keep cupboards tidy. Hall users must NOT use equipment stored by other groups without their direct permission.
11. **GENERAL**
12. All damages and breakages must be reported and paid for.
13. Any activities involving the sale of goods must conform to current legislation.
14. Animals are not allowed in the buildings with the exception of guide dogs.
15. Baby changing facilities are available in the disabled toilets
16. Water: Please check that all taps are turned off before leaving the hall.
17. Lavatories: Please flush all toilets before leaving
18. Rubbish: Please take your rubbish with you when you leave.
19. Any complaints regarding the staff, volunteers, building or other matters associated with the Hall must be in writing to the Clerk to the Council, c/o The New Hall, Station Road off Peaks Croft, Bawtry Doncaster DN10 6BU
20. **NOTICE OF TERMINATION OF CONTRACT**

The minimum period of notice of termination of this contract given by either party will be one calendar month in writing. The Termination notice from the hirer must be addressed to the Clerk to the Council c/o The New Hall, Station Road (off Peaks Croft), Bawtry Doncaster DN10 6BU or by email to: bawtrytowncouncil@gmail.com

1. **SECURITY**
2. The designated responsible person or their designate will be responsible for securing the premises if their user group is the last in the building.
3. The designated responsible person or their designate will physically check that they are the last people on the premises. This will included checking all other rooms, toilets and car park.
4. The designated responsible person or their designate will ensure that all windows, doors & gates are closed prior to leaving the premises.
5. The designated responsible person will not share the combination code to access the building with any third parties

**Combination- Turn black knob anticlockwise to remove any stored code**

 **Press 2&4 together**

 **Press 3**

 **Turn black knob CLOCKWISE to open**