

Treverbyn Community Hall Room Use Agreement

We will hold your date for one week, to confirm your booking complete this form and return to: info@thehall.org.uk or Treverbyn Community Hall, Treverbyn Road, Stenalees, PL26 8TL
If you have any queries please contact 01726 858657 or email info@thehall.org.uk



Name of Organiser			
Organisation Name			
Department			
Charity or community group?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Charity Number:
Contact details	Address: Postcode: Phone Number: Email address:		
Email for invoicing	As Above	Purchase Order Number	
How did you hear about The Hall			
Room required Delete as necessary	Main Hall / Large Meeting Room / Medium Meeting Room / Small Meeting Room / Greenspace		
Purpose of room use			
Dates of use			
Regular activity	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Details:
Times of use (include set up and tidy up)	From:	To:	
Approximate number of attendees			
Room set up requirements?			
Equipment needed	Projector / Screen / Audio / Black Out blinds / white board / Flip Chart N/A		
Kitchen access required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Refreshments	Yes <input type="checkbox"/> No <input type="checkbox"/> Tea & Coffee available throughout at £1.50 per person		
Catering	Yes <input type="checkbox"/> No <input type="checkbox"/> A buffet lunch consisting of various sandwiches, quiche, sausage roll or pasties, salads and crisps £5 per person, add cake for £6		

Treverbyn Community Hall will acknowledge receipt of your booking and confirm by email along with an invoice for the cost of the room use. A **non refundable booking deposit of £10 or 10% of booking cost (whichever is the greater) is required at the time of booking.** The balance of the booking cost is due no later than **one month prior to the date required.** Payment in full will be required if bookings are for a date less than one month away.

I hereby consent to Treverbyn Community Hall contacting me in the future either by email or phone. I have read and understood the conditions of use and agree to abide by them. I understand that I am responsible for Fire Safety as per the Activity Leader Fire Procedure. I will make all members of my party aware of the Visitor Fire Procedure on arrival.

Name _____
Signature _____ Date _____

OFFICE USE:
BOOKING CONFIRMED BY _____ INVOICE NO _____ AMOUNT PAID _____ DATE PAID _____

Hall Usage Charges 2020

Standard Room Use

	Maximum Capacity	4 Hour Session inc VAT Ex VAT	Hourly inc VAT Ex VAT
Main Hall	80 seated 110 standing	£50 £41.67	£15 £12.50
Large Meeting Room	14 boardroom 25 theatre	£40 £33.33	£12 £10.00
Medium Meeting Room	12 boardroom 21 theatre	£35 £29.17	£10 £8.33
Small Meeting Room	8 board room 8 theatre	£30 £25.00	£8 £6.66
Community Garden (includes access to gardening tools & toilet facilities in The Hall)		£35 £29.17	£10 £8.33

In the event that more than 60 people are in the main hall room the front door must remain open for the time booked to comply with our revised fire risk assessment.

Cleaning:

Please leave The Hall as found it, including the removal of all rubbish. **Please note the Biffa bins located in the car park are for use only by TREVERBYN COMMUNITY HALL.** We can take care of cleaning up after your event however we will require payment ahead of your booking, please speak to one of the team for prices.

Accessibility

Please note The Main Hall, Kitchen and Small Meeting room (capacity 10) are on the ground floor and fully wheelchair accessible. Meeting rooms on the first floor are accessed via 2 flights of stairs or a stairlift.

Hours of Use

Rooms are available for use from 7am and 12.30am

Refreshments

All rooms will have access to tea & coffee making facilities. If you require more comprehensive catering please contact the team on 01726 858657, our community café will be happy to help.

Discounts

20% discount is offered to community groups, charitable or voluntary organisations and residents of Treverbyn and Stenalees booking for private functions.

Regular Users

Regular hall users also benefit from a regular booking discount when **bookings are made and paid for in advance.**

48 bookings / year 30% discount

24 bookings / year 25% discount

12 bookings / year 20% discount

Storage

Storage space at The Hall is very limited and only available through prior agreement

Access

Casual hall users will be admitted by a local key holder or given a temporary access code.

Regular hall users will need to have a nominated key holder responsible for opening up & locking up after the activity has finished.

Registered Charity No: 1156531

VAT registration No: 182094701

Treverbyn Community Hall Conditions of Use

1. Age

The User, who is over 18 years old, accepts responsibility for being in charge and on the premises at all times when the public are present and for ensuring that all conditions, under this agreement, relating to the management and supervision of the premises are met.

2. Supervision

The User, shall, during the period of use, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however light 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. As directed by the Manager the User shall make good or pay for all damage (including accidental damage) to the premises or to fixtures, fittings or contents and for loss of contents.

3. Use of Premises

The User shall not use the premises or grounds including car park for any purpose other than described in the user agreement and shall not sub-let 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 onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

4. Insurance and Indemnity

(a)The User shall be liable for:

(i) the cost of repair of any damage done (including accidental and malicious damage) to any part of the premises including the cartilage thereof or the contents of the property

(ii) all claims, losses, damages and costs made against or incurred by Treverbyn Community Hall Management Committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of use of the premises (including the storage of equipment) by the User and

(iii) all claims, losses, damages and costs made against or incurred by Treverbyn Community Hall, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the User, and subject to sub-clause (b), the User shall indemnify and keep indemnified accordingly each member of Treverbyn Community Hall management committee and the Hall's employees, volunteers, agents and invitees against such liabilities.

(b)The Community Hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial Users, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Community hall shall claim on its insurance for any liability of the User hereunder but the User shall indemnify and keep indemnified each member of the Community Hall management committee and the Community hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(C)Where the Community Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the User shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Community Hall Manager. Failure to produce such policy and evidence of cover will render the agreement void and enable the Hall Manager to make the premises available to another User.

The Community hall is insured against any claims arising out of its **own** negligence.

5. Gaming, betting and lotteries

The User shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

The Community Hall holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) but, where appropriate, the User must also hold a licence. It is the responsibility of the User to know if such a licence is required for their use of the Hall.

7. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Users should ensure that they have the appropriate copyright licences for film.

8. Childcare Act 2006

The User shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have been subject to DBS checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The User shall provide the Community Hall management committee with a copy of DBS checks and Child Protection Policy on request.

9. Public safety compliance

The User shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and The Hall's 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. The User shall also comply with The Hall's Health and Safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Manager of The Hall. The User acknowledges that they 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
- 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.

In advance of any activity whether regulated entertainment or not the User shall check the following items

- That all fire exits are unlocked and panic bolts 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 obvious 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).

Copies of the Activity Leader Fire Procedure and Visitor Fire Procedure have been supplied with this User Agreement

10. Noise

The User shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The User shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

11. Drunk and disorderly behaviour and supply of illegal drugs

The User shall ensure that in order to avoid disturbing neighbours to The Hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

12. Health and hygiene

The User shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

13. Electrical appliance safety

The User shall ensure that any electrical appliances brought by them to the premises and used there shall be 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 the User **must** make use of it in the interests of public safety. The User will ensure that all portable electrical appliances brought into the building for use have a current PAT certificate.

14. Stored equipment

The Community hall accepts 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 use or fees will be charged for each day or part of a day at the fee per use until the same is removed.

The Community Hall may use its discretion in any of the following circumstances:

- (a) Failure by the User either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the User to dispose of any property brought on to the premises for the purposes of the use. This may result in the Community Hall Management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the User any costs incurred in storing and selling or otherwise disposing of the same.

15. Smoking

The User shall, and shall ensure that the User's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The User shall 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.

16. Accidents and dangerous occurrences

Any failure of equipment belonging to The Community Hall or brought in by the User must also be reported as soon as possible. The User must report all accidents involving injury to the public to a member of the Community Hall staff as soon as possible and complete the relevant section in The Community Hall's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Manager will give assistance in completing this form and can provide contact details

17. Explosives and flammable substances

The User shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- (c) Any furniture used by the User must comply with current day fire regulations
- (d) No naked flames or smoke machines are to be used in the premises

18. **Heating**

The User shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of The Manager. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

19. **Animals**

The User shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Community Hall. No animals whatsoever are to enter the kitchen at any time.

20. **Fly posting**

The User shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Community Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

21. **Sale of goods**

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

22. **Cancellation**

In the unlikely event that you have to cancel a booking, please give as much notice as possible.

Cancellation of room use:

- Up to 1 month prior to booking – booking deposit retained
- Between 1 month & 2 weeks prior to booking – 50% of booking charge
- Between 2 weeks and booking – 100% of booking charge

Cancellation of catering:

- Up to 2 weeks prior – no charge
- Between 2 weeks & 24 hours – 50%
- Less than 24 hours – 100% of charge

The Community Hall reserves the right to cancel this booking with written notice to the user of the event:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- the Community Hall Management Committee reasonably considering that (i) such use will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this use.
- the premises becoming unfit for the use intended by the User.
- 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.
- In any such case the User shall be entitled to a refund of any deposit already paid, but the Community Hall shall not be liable to the User for any resulting direct or indirect loss or damages whatsoever.

23. **End of Use**

The User shall be responsible for leaving the premises and surrounding area 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 Community Hall shall be at liberty to make an additional charge.

24. **No alterations & Decorations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Community Hall Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Community Hall remain in the premises at the end of the use. It will become the property of the Community Hall unless removed by the User who must make good to the satisfaction of the Community Hall any damage caused to the premises by such removal.

25. **No rights**

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

Quick Guide to Out of Hours Hire

- Please also **read** the full terms of hire
- Smoke machines are not permitted in any part of the building – as they set the smoke alarm off!
- Bouncy castles **DO NOT** fit easily in the main hall due to the ceiling only being just over 7ft. Please advise entertainers who are providing equipment for your event.
- Blinds are mechanical and must **only** be operated by remote control. Please **do not** attempt to operate manually.
- There are a number of fixing points in the walls, please use these for fixing up banners & balloons, **ONLY WHITE TAC** is permitted to temporarily fix paper to the walls and ceiling
- Cafe tables and chairs will be left in position for your use. If you require extra tables and chairs these are stored in the rear corridor behind the kitchen. Please use the trolley provided to move chairs in stacks no greater than 10. All tables and chairs need to be returned as they were found.
- Please take care when removing the chain securing tables in the storage area and when handling furniture. There is a trolley in the rear corridor to help with lifting & moving.

About the Kitchen

- Where kitchen use has been included in your booking, one clearly marked fridge will be available for your use. There is a mop & broom located by the baby changing facilities.
- Please leave the kitchen and hall as you have found including removing any waste, the bins located in the car park are Treverbyn community hall's and are not permitted to be used by customers of The Hall
- Kitchen hire is now included if booking the **main hall**, use of crockery, cutlery and glass wear is permitted, however napkins, tablecloths and tea towels are not included, We will charge for laundry services if this happens.
- **The deep fat fryers are for use by Café staff only.**

At the end of your hire

- Please leave the hall as you find it, returning furniture to storage and clean up thoroughly. Brooms and a dustpan and brush are located in the rear corridor behind the kitchen.
- **Please take all of your waste, including food waste and recycling, home with you. We will charge if we find our bins in the car park are being used by yourselves or your providers.**
- Please ensure all electrical equipment including the hot water boiler, kitchen equipment & lighting are switched off and unplugged after use.
- Please switch off all lights in the main hall, close all windows and securely lock the front door by locking the door when you leave the hall and place the key in the post box as directed by the key holder when you were let in.
- Please enjoy the hall. If you need any help please do not hesitate to contact us, if you have any feedback for improving the place please do pass it on.

Contact during your hire period

If you have any questions or the fire alarm sounds for any reason, please contact one of the following:

Sara Marsh – Manager	01208 873166
Tim Steele - Caretaker	07592 499176
Sue Waterfield - Chair	01726 851722
Amanda Ellis – Administrator	07511008450



Visitor Fire Procedure

On discovering a fire (no matter how small), smelling smoke or suspecting a fire: Raise the alarm by operating the nearest fire alarm call point. These are located at every emergency exit.

The fire alarm is tested every **Wednesday morning at 09.00hrs** and sounds for approximately 10 - 15 seconds.

If the fire alarm continues or is sounded at any other time you are required to take the following actions:

On hearing the alarm:

Leave the building via the nearest fire exit.

Do not stop to collect any personal belongings.

If it is safe to do so, close any doors as you make your way out of the building. (Do not waste time closing any windows).

Call 999. Treverbyn Community Hall is located in Treverbyn Road, Stenalees, PL26 8TL

Go to and remain at the assembly point located in the car park until otherwise instructed by a Fire Marshall or the Fire Service.

Do not return to the building until a Fire Marshall or the Fire Service has confirmed that it is safe to do so.