

**AUDLEM PUBLIC HALL - ONE-OFF HIRE AGREEMENT**

**HIRE PERIOD FROM TO**

**HIRER'S DETAILS**

The Hirer is responsible for the room(s) during the hire period and for payment of the hire charges

**HIRER'S NAME ADDRESS**

**ORGANISATION (if any) MOBILE PHONE NUMBER**

**CONTACT EMAIL CONFIRM EMAIL**

**BOOKING DETAILS**

<b>Date or dates of booking</b>	<b>Main Hall</b>	<b>Bar</b>	<b>Purpose of booking</b>	<b>Small Hall</b>
<b>Select Town Hall Rooms required</b>	<b>Kitchen Hot Meal</b>	<b>None</b>	<b>Select Annexe Rooms required</b>	<b>Kitchen</b>
	<b>Kitchen Buffet</b>			<b>Thornton Lounge</b>
				<b>Youth Room</b>
				<b>None</b>

**Hire period required including preparation and cleaning**

**From To**

**Access Arrangements**

**Special Requirements**

**Is ALCOHOL to be sold or included in entry fee**

**Name and contact details of any third party bar facilities supplier**

**Are any reasonable adjustments requested for anyone attending Please give details**

**Will the activity involve children under eighteen or vulnerable adults YES or NO**

**IMPORTANT NOTES**

Bookings will be confirmed on receipt of deposit  
 Town Hall kitchen charges **HOT MEAL Fifty Pounds**  
**COLD BUFFET Twenty Five Pounds**  
 Use of Bar facilities charge **Twenty Five Pounds**  
 Payment of all hire charges must be made at least twenty four hours before the hire commencement time

<b>CHARGES</b>	<b>Date Payment Due</b>	<b>Total Hire Fee</b>
	<b>Special Deposit</b>	<b>Deposit</b>
		<b>Balance</b>

**Declaration**

I have read, understood and agree the Terms and Conditions that apply to contract hire of Audlem Public Hall which are set out below and declare that the information above is correct. I am over eighteen years of age.

**Signature of Hirer Date**

Signed on behalf of Audlem Public Hall Management Committee

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### Summary of booking conditions

#### General

1. Bookings are not confirmed until the deposit is received. Room hire periods are hourly, half-day or full-day in line with advertised room hire rates.
2. Maximum number of persons at any function is 200.
3. The terms of the Alcohol Premises licence limit the sale of alcohol. Alcohol may be sold from midday to midnight Monday to Saturday and midday to 11pm on Sundays.
4. The Hirer may choose to operate the bar themselves on payment of the appropriate fee as part of the hire agreement. A Hirer operating the bar themselves must abide by the terms of the Alcohol Licence and the lawful instructions of a personal alcohol licence holder.
5. Audlem Public Hall has a preferred supplier of bar facilities for functions – Cocktail Stars UK Limited. The Hirer may engage the preferred supplier or a third party supplier of bar facilities for any function, subject to notification of the details of the bar facilities supplier to the bookings secretary in advance of the function.
6. Audlem Public Hall has been granted TheMusicLicence for playing and performing music for functions which are open to members of the public. Hirers playing recorded music during any function open to members of the public must ensure that the source of the music being played is legal and does not breach or infringe the rights of the copyright holder. It is the responsibility of the Hirer to ensure that music played or performed complies with the terms of TheMusicLicence for the Public Hall and Annexe and if not, to obtain the necessary licence from the PPL/PRS Ltd. Private functions are not required to comply with TheMusicLicence.
7. All functions must finish by 1.00am, or midnight on Sunday.
8. Smoking is not permitted anywhere within Audlem Public Hall or Annexe.
9. If preparing, serving or selling food, all relevant food and hygiene legislation must be observed by the Hirer.
10. No animals (except guide dogs) to be brought into any part of the premises except by prior arrangement.
11. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise by the booking secretary. Instructions for the safe storage of chairs are clearly indicated by laminated signage.
12. Any damage or breakages must be notified by phone or email to the booking secretary as soon as possible.
13. It is the Hirer's responsibility to ensure safekeeping of any key/fob provided to enable them to enter the premises, and to return the key/fob as directed by the booking secretary.

#### Health and Safety

1. Hirers must familiarise themselves with Fire and Emergency procedures and a seated audience must be made aware of these at the start of the proceedings.
2. Performances or activities involving danger to any person are not permitted.
3. Highly flammable substances shall not be brought into or used in any part of the premises.
4. No additional or portable heating appliances shall be used on the premises without the consent of the Management Committee
5. Any accident involving an injury (however minor) to any person at or involved in the function must be notified to the Management Committee immediately by completing an entry in one of the two the Accident Report Books (one book is in the Main Hall foyer, next to the first aid kits and the second is in the Annexe Small Hall behind the first aid kit to the right of the kitchen hatch).

6. Similarly, any incident which occurs during the period of hire which does not result in any injury, but where there was nevertheless a real risk of injury (“a near miss”) must be notified to the Management Committee immediately by completing an entry in one of the two the Accident Report Books (one book is in the Main Hall foyer, next to the first aid kits and the second is in the Annexe Small Hall behind the first aid kit to the right of the kitchen hatch).

*Hirers must familiarise themselves and adhere to the Public Hall's Health and Safety policy which is available to view on the notice boards in the Town Hall and Annexe as well as on the website*

### **Safeguarding**

1. If activities involve children or vulnerable adults, a copy of the Hirer’s safeguarding policy must be made available to the Public Hall authorities prior to the hiring being accepted.

*Hirers must familiarise themselves and adhere to the Public Hall's Safeguarding Policy which is available to view on the notice boards in the Town Hall and Annexe as well as on the website*

### **Equality and access**

1. The Public Hall Trustees and Management Committee are committed to ensuring that users of the Town Hall and Annexe may do so equally of their age, sexual orientation, gender identification, race, ethnicity, religious beliefs, or physical or mental abilities.
2. It is the Hirer’s responsibility to identify, at the time of booking, any specific and reasonably practicable adjustments which may be required to enable the Trustees and Management Committee to endeavour to ensure equality of access for those attending the function.

The full conditions of hire are displayed on the noticeboards in the Town Hall and the Annexe, and can be read on the Audlem Public Hall Website at <http://www.audlempublichall.org>