

AUDLEM PUBLIC HALL - CONTRACT 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	MOBILE PHONE
(if any)	NUMBER

CONTACT EMAIL **CONFIRM EMAIL**

BOOKING DETAILS

Main activity during the booking	Room or rooms required
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Days, Dates and Times Requested	Permanent Storage Agreed
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Set up and take down agreed

CHARGES

Set out room hire charges and details of when payments will be made	Will the activity involve children under eighteen or vulnerable adults YES or NO
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Are any reasonable adjustments requested for anyone attending Please give details

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. I declare that the details given above are true and that I am over eighteen.

Signature of Hirer **Date**

Signed on behalf of Audlem Public Hall Management Committee

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Summary of booking conditions

General

1. A contract booking is for specified times and dates in accordance with the fixed, hourly and daily rates published on the website – any variation on these must be agreed with the appropriate bookings secretary beforehand.
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 is 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

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 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.uk>