

Cowbridge with Llanblethian Town Council
Cowbridge Town Hall
Conditions of Hire and Information for Hirers

BOOKINGS

- The Town Hall may be booked for regular or single bookings. Hall hire is charged by the session and an hourly booking may be available at the discretion of the Town Clerk. The Town Hall is NOT available for hire prior to 8am and must be vacated by midnight.
- Hirers must be aged 18 years or over and present in the Town Hall at all times to ensure that the conditions of the premises licence are complied with. The Hirer will be responsible for the supervision of the premises, the fabric and contents and will be responsible for any damage.
- The Hirer shall ensure that any activities (except family parties) for children under 8 years old and/or vulnerable adults shall comply with the provisions of the Children Act 2004 and that only fit and proper persons who have undergone a DBS (Disclosure and Barring Service) check have access to the children and vulnerable adults.
- Parties for 18- to 21-year-olds are strictly prohibited.
- The Hirer shall not sub-let or use the Town Hall for any purpose other than that entered onto the booking form.
- The Hirer must keep to the period of hire as per the booking form and the Council against any claim, loss or costs arising from a failure to vacate the Town Hall on time.
- The Hirer shall prevent unauthorised access to the Town Hall and must ensure when vacating they follow the Check List. At the end of the hire period the Town Hall must be left in a clean and tidy condition. The Council reserves the right to charge for any additional cleaning.
- The Hirer shall ensure that the noise level during the booking does not constitute a public nuisance and that there is minimum noise on arrival and departure.
- The Hirer shall remove all rubbish resulting from the booking. failure to do so will result in a surcharge.
- The Council accepts no responsibility or liability for any property of the Hirer
- No apparatus or equipment of any description can be left at the Town Hall without the prior consent of the Town Clerk.

DEPOSITS, CHARGES & INSURANCE

- The Council reserves the right to charge a deposit in addition to any other fees which will be refunded after the booking if all conditions of hire are complied with.

- The hire charge and any deposit £25 or 10% must be paid at the time of booking with a completed Booking Form. No payment no booking. Balance to paid before the event by Bank Transfer.
- Regular Hirers will be invoiced monthly in arrears and payment terms are strictly 14 days from the date of invoice.
- Commercial Hirers must provide evidence of their own public liability insurance.
- The Hirer shall indemnify the Council for the cost of repair of any damage done to any part of the Town Hall or its contents during the booking. The Hirer shall be responsible for making arrangements to insure against any third-party claims whilst using the Town Hall.
- The Hirer shall also be liable for and indemnify the Council against any claim in respect of death, injury, loss or damage to property sustained by any person during or in consequence of the booking except in so far as such death, injury, loss or damage may be caused by the negligent act or default of the Council or its servants or agents. **CANCELLATIONS**
- The Council reserves the right to cancel a booking at any time in which case the Hirer shall be entitled to a refund of any deposit or charges paid.
- Any booking cancelled by the Hirer shall be refunded at the discretion of the Council.
- The Council reserves the right to cancel a booking in the event of the Town Hall being required for use as a polling station, in which case the Hirer shall be entitled to a refund of any charges paid.
- The Council or Town Clerk reserves the right to refuse a booking.

GENERAL HIRING CONDITIONS

- Responsibility for the premises and the key rests with the Hirer during the period of access to the Town Hall. The hire period includes set-up and clear-up times. The Town Hall must not be accessed outside of the agreed booking period and must be vacated promptly at the end of the hire.
- The Hirer is responsible for the setting out of tables and chairs and putting away in a clean, tidy and stacked condition where located.
- If the Hirer requires assistance with setting out of furniture, they should submit a request to the Town Clerk. If assistance can be provided there will normally be an additional charge of £20 for the main hall or £10 for the Lesser Hall. The decision of the Town Clerk is final.
- Restrictions apply to all portable gas appliances, no candles, no smoke generating equipment or liquids under pressure permission for their use must be given by the Town Clerk.
- Accidents and any dangerous occurrences must be reported to the Town Clerk within 24 hours and an accident form completed.

- NO animals except guide dog are permitted into the Town Hall, other than agreed by the Town Clerk.
- Hearing assistance loop systems have been fitted in the Town Hall and microphone equipment is available for use.
- The Council reserves the right for one or more of its members, staff or representatives to enter the rooms hired at any time.
- It is a requirement that the Hirer or anyone on the premises during the booking comply with all reasonable instructions given by the Council or Town Hall staff.
- Regular users on occasion may be asked by the Town Clerk to use an alternative room.
- Free WI FI access is available, and usage is governed by current legislation.
- The Town Hall does NOT have a TV licence so streaming of live broadcasts is prohibited.
- It is against the law to smoke, vape or use of an e-cigarette in the Town Hall.

KEY

- Hirers must collect the key before the booking and return the key following the hire period, the council staff will advise on this.
- Regular Hirers may be given a key which they must sign for which will be recorded in the Key register for insurance purposes. A deposit may be requested.

LICENCES

- The Town Hall holds a Premises Licence. The safe permitted numbers must NOT be exceeded. These are:
- Main Hall 120
- Lesser Hall 60
- Any electrical appliances brought onto the premises shall be in good working order and have a current PAT test certificate where appropriate.
- The Hirer shall notify the Town Clerk if selling alcohol and obtain permission to apply for a Temporary Event Notice (TEN), as there is a restricted number per annum for the Town Hall. It is the responsibility of the Hirer to obtain a TEN from the Vale of Glamorgan Council and a copy of the licence must be produced to the Town Clerk prior to the booking. The Hirer is responsible for ensuring that all licensing regulations are adhered to.
- The Hirer shall ensure that nothing is done in contravention of the law relating to gaming, betting and lotteries.

The Hirer shall comply with all relevant food safety legislation if preparing, selling or serving food.

PRECAUTIONS

- The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority or Local Authority and shall take all proper measures to prevent the outbreak of fires.
- The Fire Brigade shall be called to any outbreaks of fire and details given to the Town Clerk
- In accordance with Fire Regulations all bookings must be properly supervised by persons over 18 years of age. The Hirer shall appoint stewards to be in attendance and in sufficient numbers to ensure those present note the position of the fire exits and the firefighting equipment.
- The Hirer must attend an induction meeting with a member of the Town Hall staff, at which time they will be shown how to enter and secure the building, and use the accessible lift, lights, sound system, fire exits and extinguishers.
- It is the responsibility of the Hirer to make the people attending aware of evacuation procedures in case of emergency.
- Fire exit doors must be always unlocked and kept clear and secured when the Town Hall is vacated. Fire Exit doors should only be used in an emergency.
- Exit signs are illuminated and must not be obscured.
- Fire extinguishers must not be moved or tampered with and must remain free of access in an emergency. Fire extinguishers must only be operated by people fully trained in their use.
- For closely seated events the chairs (if over 50) shall be connected in rows of not more than 12 chairs. A minimum of 2 aisles 3'6" wide must be kept free of obstructions.

USE OF THE LIFT

- A lift has been installed in the West Entrance lobby to allow wider access to the Main Hall on the first floor. It is primarily intended for the use of those unable to use the stairs and those who have difficulty doing so. It can also be used for transporting equipment and materials, however, there must always be a person in the lift with the equipment as the lift will stop if items move to the edge of the internal space.
- If the Hirer wishes to make use of the lift to access the first floor, they must indicate this at the time of booking.
- To use the lift do not pull the handle! By pressing and holding down the number pad it will automatically open and close.
- The button inside the lift must be held at all times when travelling up or down.
- Do not enter the lift without a mobile phone (check signal) or someone else being outside the lift.

- The Hirer shall nominate a 'responsible person' who should supervise the use of the Town Hall lift.
- At no time should the lift be used unless there is someone in the vicinity who can assist in the unlikely event of the lift becoming stuck between floors.
- The Hirer is liable for ensuring that the weight limit for the lift is strictly observed.
- The Hirer will be held responsible and accept full responsibility for any call out charges or damage done to the lift during their booking and will be invoiced accordingly.
- By indicating that they wish to make use of the lift the Hirer is taking responsibility for the safe evacuation in the event of fire of any persons who are unable to use the stairs. This must be done in accordance with the General Emergency Evacuation Plan. The Hirer is responsible for ensuring that there are people within the group able to assist or carry those unable to use the stairs down the stairs and out of the building to the assembly point. To ensure good communication between people unable to use the stairs and the person responsible, the Hirer is responsible for ensuring that they have working mobile phones.
- The Refuge Area has capacity for 10 persons standing or 10 persons seated or 3 persons in standard size wheelchairs (1220 x 760 mm). The Hirer is responsible for ensuring the number of people in the group do not exceed these limits.
- Hirers will be issued an emergency contact list.

The Council may vary any of these terms and conditions at any time

1

Fire and Emergency Evacuation Cowbridge Town Hall *Please bring with you*

IF YOU DISCOVER A FIRE:	
	Operate the nearest fire alarm call point. IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided Always ensure there is a safe exit route before attempting to extinguish any fire. Leave the building immediately if you cannot control the fire or your escape route is threatened.
	Immediately vacate the premises by the nearest available exit Close all windows and doors behind you
	Go to assembly point Report to the person in charge of your assembly point The assembly point is located: Bus shelter behind Town Hall
	DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS. DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT DO NOT USE LIFT UNLESS AUTHORISED TO DO SO
	An unlocked Defibrillator Machine is located on the Ground floor by the lift and Ladies toilet.

VISITORS

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

LIAISING WITH EMERGENCY SERVICES

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

EVACUATING PERSONS UNABLE TO USE THE STAIRS

If there are persons on the first floor who are unable to evacuate via the stairs they must be directed to the Refuge Area by the lift in the West Entrance lobby and wait there for assistance.

The lift must not be used in the event of fire. Activating the fire alarm automatically returns the lift to the ground floor and disables it.

If the Refuge Area is considered not to be safe then the responsible persons will discuss with the persons in the Refuge Area how best to assist or carry them down the stairs and out of the building to the assembly point.

Please sign to confirm you have read and agree to the Conditions of Hire;

Signature.....

Print Name.....

Organisation.....

Date