

TOPSHAM COMMUNITY ASSOCIATION'S REGULATIONS FOR HIRING

1.1 Application and payment for hiring

Application for all bookings for Main Hall, Council Chamber or other rooms, whether regular or casual, should be made by personal application to the Hall Administrator on the official form. The Association reserves the right to refuse a booking without giving a reason. A deposit will be requested at the discretion of the Hall Administrator at the time each application for hiring is made-except that

a) All bookings requiring bar facilities for the sale of alcohol must be accompanied by a payment of caution money of £50 in addition to the hiring fee. This payment is returnable in whole or in part, dependent upon the hirer complying with these hiring regulations.

b) Payment for all casual bookings should be made in full, in advance.

Cheques should be made payable to "Topsham Community Association Ltd" or paid in directly to the Association's bank account (sort code 40 52 40; account no. 00022350)

1.2 Persons and Organisations responsible

The term "hirer" shall be taken to be the person named on the application form as well as the organisation or body hiring.

1.3 Cancellation

Either the Association or the hirer may cancel any booking on giving not less than one month's notice to the other. Neither party shall be entitled to any compensation in such a case, except that the hirer shall forfeit any deposit paid in the event of cancelling the booking for whatever cause, but shall be entitled to a return of any other fees or charges paid. If a hiring is cancelled within one month of the date booked the Association will retain any deposit and reserves the right to charge the full booking fees.

1.4 Over-staying time booked

Additional charges will be made if occupation of the Hall continues after the time for which the booking was made.

1.5 Sub-letting

No subletting is permitted without the authority of the Association.

SAFETY

2.1 Capacity

The maximum capacity of the main Hall is 190 seats arranged in accordance with a plan agreed with the Fire Service, which is available for inspection. For dances the capacity of the main Hall is 150 persons. The Council Chamber has a maximum capacity of 60 persons.

2.2 Fire risk

Before an event, hirers should familiarise themselves with escape routes as displayed, the location of fire extinguishers and the emergency assembly point.

At the start of the event, participants should be told the location of escape routes and exits and that no smoking is allowed in the building. If an evacuation is necessary, the participants assemble on the lawn on the north side of the building, taking only their immediate belongings and do not return to the building without permission of a fire officer.

During the event, hirers must ensure that escape routes and exits are not blocked and there are no naked flames or smoking in the building.

If the upstairs Council Chamber is hired, disabled persons use the stair lift for access and disability wheelchairs are not allowed. An Evac Chair is provided to assist disabled persons down the stairs and the door to the emergency exit must be unlocked and left clear of any obstacles.

2.3 Supervision

Sufficient stewards to comply with the terms of the Association's Public Entertainment Licence (normally two) shall be provided by the Hirer and kept in attendance to supervise the use of the Hall.

2.4 Additional risks

No entertainment shall be held which increases the risk of fire or vitiates the Association's insurance policy. No additional lighting shall be connected without the consent of the Hall Administrator. Hirers using their own stand-alone electrical equipment must that it has been PAT tested.

3 CARE OF THE HALL

3.1 Good order

The hirer is responsible for good order in the Hall..

2 State on leaving

The hirer shall leave all rooms and equipment in a clean and tidy state. An excess charge to cover cleaning etc. will be levied for non-compliance.

3.3 Damage

Any damage to the Hall or its contents must be notified to the Hall Administrator and must be made good to the satisfaction of the Association.

3.4 Acts not allowed

No nails may be driven into the walls; floors or woodwork and no adhesive materials may be used in a manner which may damage the decorative state of the premises. No flags, decorations or notices may be displayed outside the Hall without the permission of the Hall Administrator.

3.5 Café bar

Hirers using the café bar must follow the instructions relating to the use of the equipment, in particular the hot water heater, dishwasher, cooker and microwave. The coffee making machine may only be used by the lessee of the Café. Hirers must report any malfunctioning to the Caretaker. Losses and breakages must also be reported to the Caretaker and will be charged for. Hirers must bring their own tea towels.

LICENSING AND COPYRIGHT

4.1 Premises Licence under Licensing Act 2003

Evening events will be finished by midnight with no drinks or music played after 11.30pm. If amplified music or live music is being played, then the external doors and windows will be kept shut. It is the hirer's responsibility to ensure that the event/activity finishes in an orderly fashion without disturbing local residents.

The Premises Licence prohibits any activity that involves hypnotism and the conditions applying to striptease entertainment dictate that Matthews Hall **cannot** be used for any activity which includes such entertainment.

4.2 Copyright

Hirers must be responsible for complying with the Copyright Acts and indemnify the Association against costs levied against it by reason of infringement of the Acts. The Performing Right Society charges the Association for the playing of live and recorded music and accordingly hirers must pay an additional charge.

RIGHTS OF THE ASSOCIATION

5.1 Refusal of entry

In the interest of public order the Association reserves the right to refuse entry to the hirer or any individual without giving reasons.

5.2 Right of entry

The Association reserves to itself the right of entry during the hiring for its duly authorised officers or servants and for police and fire officers.

5.3 Denial of responsibility

The Association accepts no responsibility for loss or damage to any property brought into or left in the Hall, nor for any accident or injury sustained by the hirer or any person present in the Hall during hiring. The hirer shall indemnify the Association against any claim made for such loss, damage, accident or injury.

5.4 Provision of information

Hirers must complete the first page of the booking form showing the rooms and times required and also provide information regarding their activity/event at the bottom of the page.

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