



## Bentham Town Hall – Standard Terms & Conditions of Hire

These conditions apply to everyone hiring the Town Hall. If anything is unclear, please contact the Town Clerk.

- 1. Supervision:** The Hirer is responsible for the safety and behaviour of all people using the Hall during their booking. This includes looking after the building, contents and car parking arrangements. Any damage or loss (including accidental) must be reported and paid for.
- 2. Payment Terms:** All hire fees must be paid at least **7 days before the event**, unless the Town Clerk has agreed in writing to alternative arrangements. Non-payment may result in cancellation of the booking.
- 3. Use of Premises:** The Hall may only be used for the purpose agreed in the booking during the times requested. Sub-letting, unlawful activities, or bringing anything that could affect insurance or safety is not allowed. Alcohol can only be consumed with permission from the Clerk.
- 4. Gaming, Betting and Lotteries:** Any activity involving gaming, betting or lotteries must follow the law.
- 5. Public Safety:** Hirers must follow all safety rules and legal requirements, especially for events with entertainment, alcohol, or children. Maximum numbers:
  - Ballroom (including stage and kitchen) – 230
  - Lower Hall (with Galley Kitchen) – 60
  - Wenningdale Room – 30
- 6. Fire & Emergencies:** All fire exits must be kept clear and emergency equipment remain available while the Hall is in use. Any fire, however small, must be reported to the Fire Brigade and Town Clerk. No highly flammable substances or unsafe decorations may be used without prior permission. The Hall is **strictly no smoking or vaping**.
- 7. Health & Hygiene:** Anyone preparing or serving food must follow food hygiene guidance. Children under 12 are not allowed in the kitchens.
- 8. Electrical Safety:** Any electrical equipment brought into the Hall must be safe and in good working order.
- 9. Indemnity & Insurance:** Hirers are responsible for any claims or damage arising from their event and must arrange suitable insurance if required. Proof of insurance may be requested.
- 10. Accidents:** The Hall does not have a public phone; Hirers should bring a mobile in case of emergency. First Aid boxes and accident books are available in the Ballroom, Lower Hall, and Wenningdale Annex. All accidents or equipment failures must be reported.
- 11. Heating:** Only the Hall's heating may be used. Issues should be reported to the caretaker or Clerk. These are set at 20 degrees Celsius or 18 degrees Celsius for active group hirers.

**12. Alcohol, Drugs & Behaviour:** Excessive drinking and disorderly behaviour will not be tolerated. No alcohol is to be served to anyone under 18 or already intoxicated. Drugs are strictly prohibited.

**13. Animals:** No animals are allowed inside except assistance dogs, unless agreed in advance. Animals are never permitted in the kitchen.

**14. Children & Safeguarding:** Events involving children must follow safeguarding laws. The Council may request a copy of the Hirer's safeguarding policy.

**15. Advertising:** Fly posting or unauthorised advertising is not allowed.

**16. Sale of Goods:** Any goods sold at events must comply with fair trading laws and display clear prices.

#### **17. Cancellation**

- If the Hirer **does not notify** the Town Clerk, the **full hire fee** will be charged.
- If cancelled **less than 48 hours** before the event, the **full hire fee** will be charged.

The Council may cancel bookings if:

- it is needed as a polling station,
- the Council believes the event may break the law or licence conditions,
- the building becomes unusable, or
- the building is needed in an emergency (e.g. flooding, fire, or similar).

In such cases, any fees paid will be refunded, but no further compensation will be given.

**18. End of Hire:** The Hall and grounds must be left clean, tidy and free from litter/food mess. Furniture should be returned to its original position. Guests must leave within 15 minutes of the licensed time. After 1.45am (except New Year's Eve) only those cleaning may remain. Failure to follow these rules may result in loss of deposit or extra charges, this is at the Clerk's discretion. All damages must be paid for.

**19. Noise:** Please keep noise to a minimum on arrival and departure, especially late at night. Sound systems must comply with any noise control equipment in place.

**20. Stored Equipment & Lost Property:** The Council is not responsible for items left in the Hall. Property must be removed at the end of the hire or storage fees may be charged.

**21. Alterations:** No changes may be made to the building without written permission. Posters and decorations must be put up with Blu-tack only. The caretaker does not set up or clear away tables and chairs unless agreed in advance. Additional cleaning may be charged.

**22. Complaints:** Any complaints should be sent in writing to the Town Clerk.

**23. No Rights of Occupation:** Hiring the Hall is permission to use the premises; it does not create any right of tenancy.

Adopted by Council

01/09/25