

Wymondham Central Hall

Standard Terms and Conditions of Hire

1. Hire Conditions

Hire of any of the facilities within Wymondham Central Hall (WCH) are subject to these Standard Terms and Conditions of Hire (STCH). Deviations from the STCH only apply if specifically granted in writing by the Central Hall Management Committee (The Committee). The Hirer undertakes to comply with the STCH in operation at the time of the hire.

2. Refusal and Cancellation

The Committee reserves the right to refuse any application to hire WCH to any person or organisation and to cancel any existing booking at its absolute discretion without being liable for loss. If a Hirer cancels a booking less than 10 days before it is due to take place, the returnable deposit (Deposit) will be forfeited (unless a replacement hire on similar terms can be found).

3. Hire Charges and Payment

1. Hire charges are contained in the document "Wymondham Central Hall Hire Charges", a copy of which is available on request. The charges are inclusive of Value Added Tax.
2. Payment of the hire charges shall be in accordance with the Booking Confirmation.

4. Hirer's Responsibilities

The Hirer undertakes to be present (or arrange for a sufficiently competent responsible person to be present) throughout the hiring, and shall take responsibility for:

1. supervision of the care of the premises (fabric & content);
2. ensuring number of persons using each room hired does not exceed the designated permitted maximum.

Main hall:

- a) When used for dancing 295
- b) When used for functions utilising and eating at tables 170
- c) When used for combining a) and b) 240
- d) When used for closely seated audience (linked seating in rows) 250

Tiffany Room - 60;

3. the health and safety of all persons using the facility (ensuring that any activities for children comply with relevant legislation and that only fit and proper persons have access to the children);
4. observing all relevant food health and hygiene legislation and regulations if preparing, serving or selling food;
5. fire safety; the hirer must be familiar with the fire safety procedures and equipment and must have available a functional mobile telephone in order to summon the emergency services promptly if necessary. No indoor pyrotechnics are permitted.
6. ensuring that no animals (including birds) except guide dogs are brought into the premises other than by special arrangement. No animals whatsoever are permitted in the kitchen at any time;
7. ensuring the purpose of the hire is maintained;
8. ensuring the conduct of the hire does not disrupt the use of any other room hired by others nor cause any nuisance to nearby residents;
9. ensuring that any electrical appliance brought onto and used on the premises shall be used in a safe manner and have a current PAT certificate;
10. ensuring that all terms and conditions contained in this document and others issued to the hirer with the booking confirmation are strictly adhered to.

5. At the End of the Hire Period

Before leaving the Hall, the Hirer must

1. ensure that everything is left clean and tidy with all rubbish removed.
2. ensure that all chairs, tables and equipment have been returned to storage positions.
3. All lights and appliances are switched off and all taps are turned off.

Note that failure to perform any of the actions in Section 5 may result in the Deposit refund being reduced to cover costs incurred by WCH.

6. Relevant Legislation

The Hirer must ensure users comply with all relevant legislation, including, inter alia, the Premises Licensing Act, Fair Trading Laws if selling goods on the premises and The Copyright Act.

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7. Forbidden Activities

The Hirer must not:

1. sub-hire or use the premises, or allow the premises to be used for, any unlawful purposes or in any unlawful way;
2. knowingly allow banned substances (drugs etc) to be brought onto the premises nor to allow the use of such drugs (other than for medicinal purposes) on the premises or permit smoking in the building;
3. do anything, or bring onto the premises anything, which may endanger the premises;
4. carry out or permit fly posting or any other illegal form of unauthorised advertisements.

8. Damage and Insurance

1. The Hirer shall make good, or pay for, all damage (including accidental damage) to the premises or to the fixtures, fittings or contents, and for loss of contents as directed by the Committee.
2. The Hirer shall be responsible for the persons and activities involved in the event. (For sizeable private parties and other events (i.e. 100+ persons) the Hirer is advised to employ a door person and alert the police in advance of the event.). All hirers must ensure that they have adequate Public Liability and other appropriate insurance.
3. Accidents and Dangerous Occurrences - The Hirer must report all accidents involving injury to the public to an authorised representative of WCH as soon as possible and complete an accident report.

9. Stored Equipment

1. Equipment may only be left in WCH with consent of the Committee and upon payment of an agreed storage charge. The Committee accepts no responsibility for any stored equipment, or other property brought onto or left at the Central Hall, and all liability for loss or damage is hereby excluded.
2. All equipment and other property, other than that stored on the premises by agreement, must be removed by the end of each hiring or storage period. The Committee may dispose of any such items 7 days after the end of the hire period at its discretion, by sale or otherwise on such items and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

10. Premises Licence

1. WCH is licensed by South Norfolk Council for entertainment and the sale of alcohol. The Designated Premises Supervisor (DPS) under the terms of the Licence is Jason Tipple of Tipples Brewery which business is authorised to run the bar at WCH.
2. Only drinks purchased at the bar (infant preparations and non-alcoholic drinks excepted) shall be consumed on the premises. It is not permitted for any types of alcohol to be brought onto the premises. All drinking must cease by 23:30 hours, unless an extension has been granted.
3. Any special requirements concerning alcohol, e.g. for weddings or parties, must be agreed with the DPS once the booking has been confirmed.

11. Performing Rights Licence

WCH is licensed with the Performing Right Society (PRS) for the performance of copyright live music, which covers hirers. However, hirers who wish to use recorded music are responsible for ensuring that those responsible for playing the music are in possession of a valid PPL licence. All music must cease by 23:30 hours. WCH is not licensed to receive television broadcasts, but a TV may be used as a projector, e.g. for video or DVD (subject to PPL conditions)

12. Car Park

The car park is managed for The Committee by RCP Parking Limited. Standard car parking fees apply to people using WCH, although the area immediately outside the kitchen door may be used by event organisers for loading and unloading, but only when in attendance at WCH. Hirers must ensure that the exit is not blocked and cars are parked entirely at the owner's risk.

*Central Hall Management Committee
March 2011*