



HALEWOOD TOWN COUNCIL

**TERMS & CONDITIONS FOR THE HIRE OF FACILITIES AT
THE ARNCLIFFE SPORTS AND COMMUNITY CENTRE
&
HOLLIES HALL**



Date : April 2015

HALEWOOD TOWN COUNCIL

Terms and Conditions for the Hire of facilities at The Arncliffe Sports and Community Centre and Hollies Hall

1. HIRE CHARGES & DEPOSIT

Current hire charges are:

<u>Event</u>	<u>Current Rate inc VAT</u>
Parties (all day and evening)	£ 85.00
Evening Only (with bar)	£ 65.00
Daytime with bar (Communions etc)	£ 60.00
Children's Parties (3 hour minimum)	£ 45.00
Casual Bookings – Community (2 hr min)	£8.00 per hour
Casual Bookings – Business & Industry	£10.00 per hour
Funerals (5 hour maximum)	Free to Halewood residents.

(N.B Communions/Christenings either 12 noon to 7 p.m. or 4 p.m. to 10 p.m.)

£100 Damage Bond (returnable) at the discretion of the Manager, but will be taken for 18th Birthday Parties.

The Hall will not be considered engaged until a deposit of £20 on account of the hiring has been paid and the balance shall be paid at least two weeks before the date of letting. If not paid, the Town Council reserves the right to cancel the engagement and re-let the Hall and the deposit paid shall be liable to be forfeited. If the Town Council considers it appropriate, an additional deposit may be required against the possibility of damage to the Centre by the hirers or their guests. The Town Council shall determine the level of the deposit.

Last orders will commence at 11:20 p.m, the licensee/duty manager having the sole discretion to close the bar when they deem necessary after this time, to ensure that the premises are legally emptied twenty minutes after the licensed closure time of midnight. The bar will close at 10.30pm on Sundays.

The hirer shall not use the premises for any other purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render void any insurance policies in respect thereof.

The Town Council reserves the right at its absolute discretion, to refuse bookings where it is considered that the purpose of the booking is contrary to the interest of the Town Council or that the booking could cause adverse publicity for the Town Council.

2. LIMIT OF ADMISSIONS

The maximum number of persons to be admitted to functions, (as stipulated by the Town Council's licenses), shall not exceed the following:-

Hollies Hall	150
Arncliffe Sports and Community Centre	140 (Function Room) 50 (Sports Hall)

3. CATERING

The Town Council would welcome the opportunity to provide your catering needs. Please ask a member of staff for assistance. However, Hirers are free to do their own catering or to hire external caterers but must note:

- A charge of £25 will be made to use the kitchen facilities.
- Any refreshments/buffet at a function must be cleared away by 11p.m after which time the Manager/Licensee has the discretion to clear such tables.
- The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. The use of large naked flames/or any type of canister/bottle burners for the heating of food is not permitted.
- Smaller solid or liquid "chafing" style burners are permitted, providing these are enclosed and are supervised and monitored by the catering staff, and Duty Manager, at all times.
- The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.
- A corkage charge of £1 per bottle (at levels agreed with the Town Manager) will be applied, collectable on the day of the event.

4. CONDUCT OF PATRONS

The Hirer will, during the period of the hiring, be responsible for the fabric and contents of the premises, their care, safety from damage (however slight) of any sort and the behaviour of persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.

In particular, the Hirer must ensure that:-

- Unless agreed as part of catering arrangements, under no circumstances should alcohol be brought onto the premises by patrons. Should the Duty Manager suspect such activity, he/she has the discretion to ask for the items to be surrendered until the end of the evening, ask the hirer to intervene, or in severe cases shut the bar and close the function.
- The Hall must not be left unattended.
- The hirer shall be responsible for the conduct of their guests.
- The hirer shall assist, to the fullest possible extent, with the clearing of the Centre by the prescribed time.
- The hirer shall not leave the premises during the course of the function and shall remain in the Centre at the end of the function until all patrons have vacated the Centre.

In the event of disorderly conduct by patrons and/or failure of the hirer to observe any of the above, the Town Council reserves the right to close the bar before the prescribed time and/or cease any entertainment (e.g. disco, band etc) which may be taking place or be scheduled. In such circumstances, no refunds will be payable.

The hirer shall be responsible in ensuring that any music being played is kept to acceptable volume and requesting that patrons leave the premises at the end of the function in an orderly and quiet manner.

The Hirer will be responsible for obtaining such licences as may be needed from and for the observance of the same.

The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

5. NON-SMOKING POLICY

It is illegal to smoke within both Hollies Hall and the Arncliffe Sports and Community Centres. The hirer is responsible for ensuring that smoking does not take place within the buildings. The Town Council respectfully request the co-operation of hirers and their guests to comply with this policy.

6. CHILDRENS/SCHOOL PARTIES (INC YR 6 LEAVER, HALLOWEEN , VALENTINES ETC)

Parties organised for primary school pupils either as a Year 6 Leavers Party, or special one-off events such as a Halloween Party or Valentines Party must lodge a damage bond of £100 prior to the event, 50% of which shall be retained in the event of excessive cleaning.

In the event of damage to Town Council property, the Town Council reserve the right to retain all or some of the damage bond. Damage bonds should be paid no later than 48 hours before the event. These will be refunded, in full, after 12 noon on the first working day after the event, providing a satisfactory report from the Dedicated Premises Supervisor/ Licensee is received at the Town Council offices.

The Town Council has decided that hirers must agree to a ratio of at least **one adult to every six children for such events**. In the event that such a ratio is found not to exist, the Duty Manager has the discretion to either stop the event, (if it has already commenced), or not permit its commencement.

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children's Act 1989 and that only fit and proper persons have access to the children. The hirer must ensure that anyone assisting in a function involving children is a fit and proper person and that no-one convicted of any offence against children is allowed to take part in any hiring involving activities for young people.

No inflatable rides such as "Bouncy Castles" are permitted within the Town Council buildings. Small 'ball pools/ponds' are permitted but any damage to the floor may be chargeable to the Hirer.

7. 18TH/21ST BIRTHDAYS

The Town Council welcomes 18th and 21st birthday celebrations but respectfully asks Hirers to note:

- The maximum number of persons permitted at your chosen venue.
- The procedures regarding the payment, and refund of the damage bond payable for such functions.
- The hirer is responsible for the effective supervision of guests, including ensuring that the permitted numbers on the Premises Licence as indicated at paragraph 2 above, are not exceeded. In the event of such numbers being exceeded, the Duty Manager can close the bar and the function.
- The procedure for closing of the bar, and the potential early closing of a function by the Licensee/Duty Manager in the event of disorderly behaviour.
- The Duty Manager has the discretion to ask for age identification if he/she suspects that a person is under the age of eighteen before serving alcohol. This will be enforced by all staff serving behind the bar.
- Hirers are also reminded that it is an offence to knowingly purchase alcohol for a person or persons under the age of eighteen.

8. CONSUMPTION AND PURCHASING OF ALCOHOL

The Hirer is reminded that the statutory age for the consumption and purchasing of alcohol is 18 years, that alcohol must not be purchased for anybody under that age, and that the Hirer will be held responsible for any non compliance.

9. CANCELLATIONS

By the Hirer:

Should the Hirer cancel the booking of the Hall, the following will apply:-

- If more than six months notice is given whether or not the hall is re-booked a full deposit shall be refunded.
- If cancelled with between 3 and 6 months notice, provided the Hall is re-booked, the full deposit will be refunded.
- If cancelled with less than 3 months notice, providing the Hall is re-booked 50% of the deposit shall be refunded.
- If the Hall is not re-booked and less than 6 months notice has been given, no deposit shall be refunded.
- All hire fees must be paid not less than two weeks prior to an event.
- In the event of a "no-show" on the day of the event, and with no prior explanation, no refund will be made on the hire costs paid.
- In the event of the cancellation of a 'block booking' defined as regular use for a minimum of one month, a minimum of one weeks notice is required, during which time the hire cost will be forfeited.

By the Town Council:-

The Town Council reserves the right to refuse the application and:-

- Cancel any letting at any time, EITHER if the Hall is required by the Council in an emergency OR if the Town Council is of the opinion that the function is likely to be of an objectionable or undesirable nature in which case the Town Council may cancel without reason); deposits will be refunded but the Town Council will not be liable to pay compensation.
- Cancel any letting because of unforeseen circumstances that would make it difficult for the function to adequately or safely proceed.

10. IN THE EVENT OF AN EMERGENCY

- **Please ensure that ALL your guests follow the directions of Centre Staff and evacuate to the ASSEMBLY POINT as indicated on the notices displayed.**
- **Please ensure that any disabled guests are given every assistance to exit the building quickly and safely. Any disabled guests must be escorted from the building.**

AND FINALLY.....

The Town Council asks that when leaving its premises after a function, that your assistance as Hirer is given to ensure that all your guests leave as soon as possible after statutory drinking up time and they do so as quietly as possible causing minimum disruption to our neighbours.

THANK YOU FOR CHOSING HALEWOOD TOWN COUNCIL - WE HOPE YOU HAVE AN ENJOYABLE TIME