



## Sherborne Town Council

### Standard Conditions of Hire for the Digby Hall

1. The Sherborne Town Council reserves the right to refuse any request to hire the Halls or any of the other facilities or to refuse late request for hire without giving any reasons for such refusal.  
and
2. The Sherborne Town Council reserves the right to require observance by the hirer of any special conditions in addition to these Standard Conditions in connection with any letting of the Halls or other facilities.
3. The use of the Halls or other facilities by the hirer shall imply that the hirer agrees to the Standard Conditions of Hire and to any other special conditions imposed by the Council or District Council and to pay all charges in respect of the hiring. In certain circumstances a deposit of £50.00 will be required or payment in full before the event.
4. Cancellation of a confirmed booking will incur the following charges:
  - less than 4 month's notice – 25% of the letting charge
  - less than 3 month's notice – 50% of the letting charge
  - less than 2 month's notice – 75% of the letting charge
  - less than 1 month's notice – the full letting charge
5. The Hirer shall be responsible for:
  - nominating a person in writing who shall become the "Responsible Person" in terms of the Conditions of Licence.
  - it will be the responsibility of the hirer to ensure that their caterers are compliant with ECC Regulations 2004 and hold the required certificate.
  - setting out of tables and chairs for their booking and re-stacking at the end of the hire period. By prior arrangement however assistance by the Caretaker in this respect can be provided but there will be an additional charge for his services calculated on a time basis. See charges sheet attached.
  - conforming to any legal enactment or requirement applicable and shall be deemed to have absolved the Council from any such responsibility.
  - ensuring that any necessary licence or permit is obtained and complying with the instructions as stated in the instructions therein.
  - taking advice regarding and effecting adequate insurance cover in respect of all liabilities which may be incurred by the Hirer in connection with the hiring and use of the Halls. **Public Liability Insurance cover must be in force.**
  - ensuring and enforcing a good standard of conduct by all persons entering the Halls in connection with the Hire.
  - ensuring that, if drinks of any kind are to be taken into the Main Hall, sufficient tables are provided as part of the general layout of the room. It is the responsibility of the Hirer to ensure that any spillages of food and drink are mopped up immediately.
  - ensuring that the volume of music provided in the Hall is kept to a reasonable level and that as little noise as possible is made when leaving the Hall at night.
  - ensuring that immediately on termination of the hire, the rooms used, including toilets and cloakroom, are cleared of litter and rubbish resulting from the function, that all table tops are wiped clean and tables and chairs are re-stacked as required by the Caretaker, and that all used crockery and kitchen equipment is washed clean and

replaced where found. Failure to comply with this condition of hire may result in the levying of an additional charge.

- removing immediately on termination of the letting any materials, equipment etc. brought into the Hall by the Hirer or under his authority.
  - covering the cost of making good any damage or breakages caused to the building, furniture, fittings, equipment or crockery and in the event of such happenings reporting it to the Caretaker as soon as possible. In some instances a refundable deposit of £100.00 will be required to cover such damage.
  - giving all necessary assistance to the Council's staff in the performance of their duties.
6. When hired for public music and dancing or for the performance of plays, the Hall shall be used strictly in accordance with the Conditions attached to the Community Premises Licence issued by the West Dorset District Council. These conditions may be seen at the Digby Hall or the Council's Offices on request.
  7. The requisite keys will be issued to the hirer on signature and with a deposit being paid of £50.00 per key.
  8. Hirers taking the key for the Lighting Control Room shall ensure that whenever they leave the building the door is locked to avoid unauthorised persons having access to the electronic equipment. Should it be found necessary to employ a specialist to re-set slide controls due to the door having been left unlocked, then any charges in this respect will be for the hirer's account.
  9. To conform to requirements laid down by the Fire Department seating shall only be set up in the configuration shown on the attached drawing. The gangways shown around the perimeter and across the centre of the main hall in each direction shall be kept clear of **ALL** obstructions both during and before/after each performance.
  10. The designated fire doors shown on the attached drawing shall be kept closed at all times and shall be kept clear of obstructions.
  11. The Hirer shall take note of the location of fire escape doors and handheld fire fighting equipment. The hirer shall ensure that chains have been removed from these doors for any period of occupancy before, during and after a function whilst the facility is under his hire.
  12. Smoking is not permitted within the building.
  13. A first aid cabinet is situated in the Kitchen which includes basic first aid equipment.
  14. Parking of vehicles is not permitted on the grassed area in front of the building as this is a designated "Assembly Point" to be used by persons evacuating the Halls in an emergency.
  15. All Halls are fully accessible to the disabled with toilet facilities adjacent to each of the halls.
  16. The Hirer shall not be permitted, except by special arrangement with the council to:
    - store or leave anywhere on the premises equipment or materials of any kind.
    - alter fix or add to any part of the building fittings or equipment
    - affix anything to decorated surfaces within the premises other than by the use of "Blutak".
- Please note that the advertising of your event by fly posting such as affixing to signs, lamp posts, road signs or on the highway verge is unauthorised and therefore a summonsable offence.**
17. The Council shall not be liable for any injury caused to persons using the halls or to damage to or loss of any property brought onto the premises.
  18. Officers of the Council or its employees shall be entitled, without conditions or charges of any kind, to have access to the premises at all reasonable times for inspection, maintenance or repair and to ensure compliance with these conditions.
  19. Unless booked exclusively, other rooms in the Hall may be separately and simultaneously let. This may at times involve the sharing of kitchen facilities and Hirers are requested to co-operate with and respect the needs of other users at all time.