

BRIDGNORTH TOWN COUNCIL

Conditions of Hire of Town Council Property

- 1 In these Conditions the following expressions have the meanings hereby assigned to them: 'Council' means Bridgnorth Town Council, 'Function' means the purpose for which the accommodation is hired and 'Accommodation' means the whole or any part of the land and premises hired for the function.
- 2 THE PERSON BY WHOM THE BOOKING FORM IS SIGNED SHALL BE CONSIDERED THE HIRER. WHERE PROMOTING ORGANISATION IS NAMED IN THE BOOKING FORM, THAT ORGANISATION SHALL ALSO BE CONSIDERED THE HIRER AND SHALL BE JOINTLY AND SEVERALLY LIABLE WITH THE PERSON WHO SIGNS THE BOOKING FORM.
- 3 All applications for hiring must be made on the prescribed Booking Form. Applications will not be considered:
 - (a) from persons under 21 years of age; or
 - (b) If made otherwise than on the official application form.
- 4 The Council reserves the right to refuse any application for any reason and to terminate at any time any agreement for hiring made in consequence of any application.
- 5 The Charges for hiring shall be in accordance with the scale of charges set out hereafter or any amendment thereof the Council makes before the application shall be accepted. In the latter event the new charge shall be communicated to the hirer who may within 10 days of such notification withdraw his/her application.
- 6 Cheques, Money Order or Postal Orders must be made payable to Bridgnorth Town Council.
- 7 The Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or act of God which may cause the accommodation to temporarily close or the hiring to be interrupted or cancelled.
- 8 No bolts, nails, tacks, screws, bits, pins or other like objects nor any flags, emblems or posters shall be driven into any part of the accommodation nor affixed thereto.
- 9 Balloons filled with inflammable gas shall not be used, sold or exhibited on the premises except with the prior written permission of the Town Clerk.
- 10 Due to fire safety regulations no naked flames are permitted in the hall.
- 11 Due to fire safety regulations hog roasts and indoor barbeques are not permitted in the hall.
- 11 Fly posting is strictly forbidden.
- 12 No additional lights or electrical extensions shall be used without the previous consent of the Council.

13 Electrical Equipment:

(i) Equipment owned by the Council:

It is the duty of the hirer to ensure that electrical equipment owned by the Council and used by the hirer, persons attending or persons supplying a service to or at the function, is used in a safe and proper manner. Instructions attached to or given in relation to specialist equipment must be followed at all times.

(ii) Equipment not owned by the Council:

If electrical equipment not owned by the Council is used by the hirer, persons attending or supplying a service to or at the function, the hirer shall be responsible for ensuring that the equipment is fit for the purpose intended and is used in a safe and proper manner. Hirers are advised to satisfy themselves that persons engaged by the hirer who received a fee for their services are aware of the Electricity at Work Regulations 1989 (as amended).

(iii) Council staff will not assist with the erection, assembly, operation, maintenance or repair, dismantling or removal of any electrical equipment not owned by the Council.

(iv) The Council does not accept any liability for any loss or damage suffered by the hirer, persons attending or persons supplying a service to or at the function arising from failure to use electrical equipment, whether owned by the Council or not, in a safe and proper manner and the Council accepts no liability whatsoever for any loss or damage arising from defective electrical equipment not owned by the Council.

- 14 The hirer shall pay to the Council the amount certified by the Town Clerk as being the amount incurred by the Council in making good any damage to or loss of the accommodation and to include, but not by way of limitation or otherwise, adjacent premises and furniture, carpets, furnishings and fittings, or any article owned by the Council arising out of the hiring of the accommodation.
- 15 The hirer will be responsible for the employment of cloakroom attendants where required, whether provided by the Council or not. The Council will accept no responsibility whatsoever for the loss of or damage to articles of clothing.
- 16 The hirer shall at all times be responsible for the maintenance of good order during the function and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no person shall trespass on parts of the accommodation not hired by the hirer.
- 17 The hirer shall, at his own expense, arrange for the attendance of sufficient Police Officers at the function where 'in the opinion of the Council' such attendance is desirable.
- 18 The Council reserves to the Town Clerk the right to put a stop to any entertainment or meeting not properly conducted or too noisy
- 19 The hirer shall ensure that the premises are vacated by all persons attending the function within the time specified in the application. All articles brought to the accommodation in connection with the function shall be removed at the end of the function or fees will be charged for each day, or part of a day, until the same are removed. The Council accepts no responsibility for any property left in the accommodation after the hiring.
- 20 The Council reserves to the Manager and the Town Clerk and such persons as may be duly authorised by her, the right of free and unimpeded entry at all times and for all purposes to and from the accommodation.

- 21 Police Officers and members of the County Fire Brigade and Ambulance Service on duty shall have free access to the said premises at all times during which any performance or entertainment is taking place therein.
- 22 No exits may be blocked or fire appliances removed or tampered with.
- 23 If a key holder, the hirer is responsible for checking that all exits are locked and the hall is left in a safe condition
- 24 The hire of the accommodation does not entitle the hirer to use or enter the accommodation at any time other than the specific hours for which the accommodation is hired unless proper arrangements have been made with the Council.
- 25 The hirer shall not re-hire, sub-let or lease the accommodation or any part thereof.
- 26 All the conditions attached to the Entertainment's Licence (and the Theatre Licence) for the accommodation shall be duly observed.
- 27 The Council have the sole right to make arrangements for the broadcasting or televising of any function at the accommodation and the Council may retain the whole of the payment made in respect of such broadcasting or televising.
- 28 Smoking is not allowed in the premises at any time. Any contravention will incur a deduction from the deposit.
- 29 Four responsible persons must be appointed to act as stewards during events to see that the Conditions of Hire are strictly observed. They must remain in attendance throughout the function. The Council shall be notified of the stewards' names and addresses 48 hours prior to the event.

THIS FORM TO BE RETAINED BY THE HIRER

Sign

Print name

Date