

# The Clarence Hall Crickhowell (“The Hall”)

Beaufort St, Crickhowell NP8 1BN

Company limited by guarantee number 11971202



## TERMS & CONDITIONS OF HIRE

### 1. Standard conditions of hire

Applications for use of the Hall should be made on the application form and lodged with the Bookings Secretary. The specified deposit must be paid to secure the booking. The Management Board reserves the right to refuse any booking. All bookings are subject to confirmation by the Booking Secretary and to payment of the appropriate fees. No bookings will be accepted from any person under the age of 18 years of age.

The Management Board will have the right to retain full or part of the deposit depending upon the extent to which the conditions have not been met.

### 2. Cancellations Policy

Cancellation in excess of 1 month prior to the date	Full Refund
Cancellation between 1 month and 1 week prior to the date	50% Refund
Cancellation 1 week or less prior to the date	No Refund
Cancellation by Clarence Hall Management Board	Full Refund

If through circumstances beyond our control (e.g. general election, civil emergency, damage to the building) it is necessary to cancel your booking, payment will be refunded but the Hall will not be liable for any further compensation.

### 3. Insurance

Hirers are expected to provide Public Liability Insurance for their own event. Any damage, loss or breakages caused to the building or its contents during the letting must be paid for by the hirer.

### 4. Access

Members of the Management Board shall have right of access to the Hall during the letting.

### 5. Capacity

The Hall is licensed for 250 people. This includes 65 fixed seats in the balcony.

### 6. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### 7. Licensable activities

The Hall is fully licensed for Public Entertainment. It also holds a Performing Rights Society license which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person.

If you intend to sell alcohol a Temporary Event Notice must be obtained from Powys County Council. A single event licence can also be provided by a member of management. The Bookings Secretary can provide advice on this. If other licences are required, the Hirer is responsible for obtaining and holding them.

### 8. Health & Safety & Fire Precautions

The Hirer is deemed to be “The Responsible Person”, who has legal duties with regards to the safety and welfare of those persons assisting or attending during the period of hire. The following documents must be read and complied with:

- Health, Safety & Fire Policy
- Fire Emergency Plan
- Safeguarding Policy
- Food Hygiene – Guidance for Hirers

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Hard copies are available on request from the Bookings Secretary. They are also available to view on the Health & Safety Noticeboard in the bar. The Hirer agrees to comply with all the Hall’s policies and procedures relating to public safety as set out in these documents.

It is the responsibility of the Hirer to ensure that all parties using the Hall are aware of the Fire Evacuation plans and general housekeeping arrangements.

A card to be read out at the start of an event detailing the fire evacuation plan is available on the Health & Safety noticeboard.

## 9. Use of the Kitchen

When the kitchen is booked the Hirer may use the facilities and equipment. When the Hirer has finished, everything must be left clean and tidy. If preparing, serving or selling food, it is the Hirer’s responsibility to comply with all relevant food Health and Hygiene legislation and regulations. The Hirer must also read and abide by the Hall’s “Food Hygiene - Guidance for Hirers” document which is available to view on the Clarence Hall website. A hard copy is available on request from the Bookings Secretary and it is also available to view on the Health & Safety Noticeboard in the bar.

## 10. Electrical Appliance Safety

The Hirer must ensure that any electrical appliances brought by them for use at the premises are safe, in good working order, and used in a safe manner. No portable heating appliances may be brought into the Hall.

## 11. Insurance and indemnity

The Hirer shall reimburse the Management Board on demand, the cost of making good any damage to the Hall or its contents and equipment (however arising).

Any damage should be reported to a member of the Management Board as soon as possible.

The Management Board does not accept responsibility for any loss, damage or theft of personal belongings howsoever caused.

The Hall cannot be held responsible for any failure in the supply of services. If this is a problem, the hirer is advised to take out their own insurance.

## 12. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to a member of the Clarence Hall Management Board as soon as possible.

An Accident/Incident form must also be completed. These are stored in the Health & Safety file in the Health & Safety cupboard in the kitchen.

## 13. Explosives and flammable substances

No explosive, toxic, hazardous or highly flammable substances including all types of pyrotechnics and balloons filled with flammable gas shall be permitted on the premises.

## 14. Drunk and disorderly behaviour / illegal drugs

The Hirer is responsible for ensuring that excessive consumption of alcohol does not occur and that alcohol is not served to any person suspected of being drunk nor to any person suspected of being under the age of 18.

Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

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## 15. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning and that persons using the Hall conduct themselves in such a way so as not to cause a nuisance to other persons or residents.

## 16. Animals

No animals (including birds) except guide dogs are to be brought into the premises, other than for a special event/course agreed to by the Management Board. No animals whatsoever are allowed in the kitchen.

## 17. Safeguarding Children & Adults At Risk

Our Safeguarding Policy is available to view on the Hall's website. Hirers who wish to use the hall for activities which include children and adults at risk must comply with it.

## 18. Sale of goods

If selling goods on the premises, the Hirer should comply with Fair Trading Laws and any code of practice used in connection with such sales.

## 19. End of Hire

The Hirer is responsible for leaving the Hall in the same state of order and cleanliness as they find it. Any items brought in by the hirer e.g. equipment, goods and other materials including ALL recyclable and non-recyclable waste including cans, bottles and waste food, are to be removed from the Building at the end of the Period of Hire. Should it be necessary to have the Hall cleaned or rubbish removed, the Hirer shall reimburse the Management Board on demand, any charges incurred.

## 20. Stored Equipment

The Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring.

## 21. No alterations

No alterations or additions may be made to the premises nor may any fixtures, decorations or other articles be installed to any part of the premises without the prior written approval of the Bookings Secretary.

No nails or drawing pins etc shall be used to affix posters or decorations to walls, doors, etc. Blu Tack is acceptable but all traces should be removed immediately before the end of hiring.

## 22. Display Materials

The Hirer must not remove, alter or cover any of the publicity material, posters or banners on display in the Hall or Foyer. If a display space is required, this must be agreed in advance with the Bookings Secretary.

## 23. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

## 24. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

The Clarence Hall Management wish your event to proceed smoothly, but please let us know if there is anything you need and we will do our best to help.

May 2023