

Castle Point Borough Council

Community Halls Conditions of hire

Conditions of hire

- These conditions apply to all hires of the Halls. If you are in any doubt as to the meaning of any of the conditions please contact halls@castlepoint.gov.uk, Hall bookings, Castle Point Borough Council, Kiln Road, Benfleet, Essex, SS7 1TF or phone 01268 882200 to clarify.
- The council reserves the right to periodically review these conditions of hire.

Hires at Council discretion

- Castle Point Borough Council has absolute discretion as to the hiring of its facilities and reserve the right to refuse an application for the hire of the halls.

Bookings

- Bookings can only be taken from people over the age of 21.
- The person making the booking 'the Hirer' is personally responsible for payment of fees and for ensuring these conditions are complied with.

Payment of Hire Charges

- Full payment, at the time of booking, will be required for all bookings of £100 or less.
- For bookings over £100 a minimum part payment of £100 is required, at the time of booking.
- The balance of the hire charge must be paid 3 months before the commencement of hiring where applicable. 1 month for block or group bookings.
- For party bookings for those between the ages of 13 and 21 a £200 deposit must be given. This deposit is refundable providing the terms and conditions of hall hire are complied with.
- A £200 damage deposit is also required for weddings, wedding receptions and large events.
- The council reviews its fees and charges annually. Where full payment has not been received at the date of the revision of fees and charges then payment must be made at the revised rate.

Damage

- The hirer is responsible for any damage (however slight) to Castle Point Borough Council property during, or as a consequence of, the hiring, which is as a result of the hirers actions or negligence.
- Castle Point Borough Council reserves the right to make good any damage and recover any costs from the hirer for such damage.
- We reserve the right to charge the hirer for the costs of making good any damage to any Council premises or equipment, or the excesses of any insurance claim the Council may have to make as a result of the hire may be funded.
- In no circumstances will the Council make good or accept responsibility for the loss, theft, damage of or to any goods or property of the hirer or of any other person, left, deposited or brought onto the hired premises.
- Photographs will be taken to evidence any damage to the premises.

Cancellation of Booking

- Notification of cancellation of a booking must be made in writing to halls@castlepoint.gov.uk or Halls bookings, Castle Point Borough Council, Kiln Road, Benfleet, Essex, SS7 1TF.
- Notice periods:
 - Over 3 months notice and
Any alterations to booking date: £50 administration fee will be charged
 - 1-3 months notice: 50% of full charge to be paid (minimum £50)
 - Under 1 months notice: 100% of full charge to be paid

- Cancellations can be made, with no administration charge, within 5 working days from the booking date.
- The Council reserves the right to cancel any booking if the hall is required for Council purposes of parliamentary or Council elections, if any conditions herein are not performed, or appear to the Council not to be in place prior to the event or if the hall is unavailable for reasons beyond the Council's control, including but not limited to fire, flood, power failure, heating failure, industrial action, severe weather.
- The Council will inform you of any cancellation with as much notice as possible. If the cancellation is made by the Council full refunds will be given
- Regular hirers (Over 10 bookings per year) must give 30 days notice for any cancellation to their annual booking.
- The cancellation periods still applies in the event of severe weather conditions when the Council halls are open and available for use.
- The Council will not be responsible for any additional costs incurred as a result of the cancellation of the booking
- Damage deposit refunds made by card will be refunded within 5 working days after the booking. Damage deposit refunds made by cheque will be posted to you within 10 working days after the booking
- If the hall has not been left in a satisfactory condition and the damage deposit is not going to be returned you will be informed in writing within 5 working days of your hall booking.

Insurance

- The Council provides certain insurance cover in respect of its own buildings, furniture and fittings. The insurance so provided does not extend to goods, equipment or things other than those provided by the Council
- Regular hirers will be required to provide proof of their current public liability insurance, so as to indemnify the Council in case of claim, prior to the dates of the hire.

Use of premises & supervision

- The halls do not offer a continuously manned caretaking facility. Caretakers will be available at the commencement of the booking for a minimum 20 minutes from the booking time. If you arrive more than 20 minutes after the booking time the caretaker may have left the premises and you may need to call the contact numbers on the doors at the front of the hall.
- All hirers are responsible for ensuring that no nuisance is caused to any other user group, the local community or staff by their use of these premises.
- The hirer must treat other hall users who have shared use of facilities with consideration.
- If a hall hirer causes a disturbance to another hall hirer, the council will reserve the right to charge the hirer for any income lost by the council caused by the disturbance.
- The hirer shall be responsible for the efficient supervision of the halls, the effective control and orderly and safe admission and departure of persons to the Halls and the safe clearance of the hired premises in case of emergency.
- Birthday parties for 13-17 year olds must be supervised with a ratio of one adult to 10 children. If this is not adhered to on the day of the event the hall will be closed and the event will be cancelled without a refund.
- For 18th birthday parties an SIA (Security Industry Authority) registered security company must be appointed by the hirer. Evidence of the hire of SIA security professionals must be sent to the council within 30 days of your hire or the booking will be cancelled.
- If on the day of the 18th birthday event security are not present. The hall will be closed and the event will be cancelled without a refund.
- The hirer shall ensure that any spillages are cleaned up immediately to prevent accidents and slippages.
- The hirer shall ensure that all doors giving access to and from the hired premises shall be kept unobstructed and immediately available for exit during the whole time the hired premises are in use.
- You must make sure that you leave the hall at the time shown on your booking. Any overruns will incur additional charges at the hourly rate.
- The hirer shall ensure that users leave the hall in a quiet and orderly fashion and respect the surrounding neighbours.
- The hirer will ensure that car parking is controlled for a large event.

- The hirer shall not use the premises for any purpose other than that described on their booking application.
- The hirer shall ensure that any event or advertising of any event held complies with all intellectual property rights.
- The hirer shall ensure that the capacity of the venue is not exceeded.
 - Paddocks capacity
 - Main Hall: 500
 - Hall 2: 175
 - Hall 3: 65
 - Runnymede capacity
 - Main hall: 300
 - Small hall: 60
 - East room: 40
 - Woodside capacity:
 - Main hall: 130
 - King George V capacity:
 - Main hall: 60
- The Council accepts no liability if the number of people exceeds the capacity as stated on the application form.
- All heating, lighting and equipment is to be turned off after use and windows and doors secured
- No smoking is permitted anywhere in the halls at anytime.
- Hirers shall not have access to other areas of the hall not included in their booking.

Cleaning

- Hall hirers are required to provide their own bin and recycling bags, tea towels and washing up liquid. Hirers who are using the kitchen should also provide their own surface cleaning sprays. The hall and surrounding area must be left in a clean and tidy condition and in the same condition in which you found it.
- Kitchens must be left in a clean and tidy condition and in the same condition in which you found them.
- Toilet facilities must be left in a clean and tidy condition and in the same condition in which you found them.
- All rubbish must be removed by the hirer. There may be an additional charge for any rubbish left in the halls that has to be removed by Council staff.
- The hall must be properly locked and secured unless directed otherwise and with any contents that were temporarily removed from their usual positions properly replaced,
- Failure to leave the hall, kitchen, toilets and surrounding areas in a clean and tidy condition will result in an additional charge being incurred and may mean a restriction on future bookings.
- Photographs will be taken to evidence the hall being left in an unclean and/or untidy manner.

Entry by Council staff or agents

- The Council reserves the right to enter the premises at all times.
- The Council reserve the right to terminate any hiring at any time during such hiring if in the opinion of the Council or their servants and agents such hiring is not being conducted in the proper manner, without incurring the liability to the hirer whatsoever.

Alterations/Decorations

- The hirer shall not cause or permit any interference with and any alterations or additions to the fixtures, fittings, furnishings and all other equipment and apparatus in the halls
- No decorations, flags, banners, signs, posters or placards shall be displayed either inside or outside the halls without the previous written consent from the Council.
- No adhesive putty, nails, tacks, drawing pins, hooks, screws or bolts shall be driven into the walls, doors, furniture, woodwork or any areas of the halls.
- No advertising banners or promotional materials can be attached to railings or external areas of the building.

Parking

- Vehicles are only permitted to park in the designated parking areas. Vehicles may not be parked on hard standings at the front of the buildings.
- Bicycles may not be affixed to railings at the front of the buildings or anywhere where access is required.

Prohibited items

- The following items are prohibited from being used in the halls - this list is not exhaustive
 - Candles (standard birthday cake candles are permitted)
 - Bubble Machines
 - Chewing gum / bubble gum
 - Flammable liquids, gases and oil
 - Soldering appliances
 - Unauthorised heating appliances
 - BBQs and other external cooking equipment
 - Internal table or free standing decorations of a combustible nature (e.g. polystyrene, cotton wool)
 - Bouncy castles
 - Smoke machines
 - Any other highly flammable items or naked flames
 - Animals, except guide dogs (Unless previously agreed by the Council)
 - No bicycles or mobility scooters
 - French chalk (any substance to increase floor slippage)
 - No smoking is permitted anywhere within the building at any time
 - Deep fat fryers
 - Electrical kitchen appliances

Storage of equipment

- No items may be stored by the hirer on the hall premises without prior written agreement from the Council and payment of the appropriate storage charge
- All equipment and property (without storage consent) must be removed at the end of each hiring. Failure to do so will incur additional charges.
- If storage is agreed, storage charges will apply in all cases. The charges will vary according to type of storage and length of time storage is required for.
- If storage is agreed it must not hinder access to electricity or gas meters.
- The Council reserves the right to request the removal of equipment at any time giving a period of 1 weeks notice.
- If the equipment is not removed within the 1 week period the Council will dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

Hall set up

- The hirer shall set up their own tables and chairs within the period of the booking.
- Tables and chairs should be returned to the side of the hall and stacked appropriately at the end of each booking.
- The hirer shall use appropriate chair and table trolleys to move furniture. The trolleys must be operated using the instructions displayed in the hall.
- Where a hall hirer requests a set up by the caretakers a charge will be made for this service, in line with the Environment Services fees and charges schedule.

Accidents and Dangerous Occurrences

- The Hirer must report all accidents involving injury to the public during the period of hire to a member of staff as soon as possible.
- Any failure of equipment belonging to the Council must be reported to a member of staff as soon as possible.

Safeguarding children

- If you are hiring the hall for the provision of activities for children you will be required to supply details / copies of DBS checks or approved coaching certificates for all adults who will be in contact with or supervising the children. This is not applicable if you are hiring the hall for children's parties.
- Regular hirers working with children will be required to comply with the councils safeguarding policy.
- Regular hirers will also be required to have a Child Protection Policy or a Safeguarding Policy in place, a copy of which will need to be provided to the council at the time of booking and on request.
- Hirers must ensure that they have appropriate adult to child ratios complying with appropriate guidance.

Electrical Appliance Safety

- 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. Electrical items that are stored at the halls, with the permission of the Council and a storage agreement will be subject to an annual PAT test. The Council will undertake the tests and will charge the hirers accordingly.
- No deep fat fryers or kitchen appliances are allowed to be brought onto the premises.

Entertainment

- The hirer must inform the council one month before their event the name of the DJ or band in attendance.
- The DJ or entertainment must have vacated the premises at the finish time specified on the booking form.
- Any additional time spent on the premises will be charged for at the hourly rate.
- Any violence or aggression towards our staff will not be tolerated. The perpetrator will be asked to leave the premises immediately and will not be allowed to re-enter the premises on future occasions.
- Smoke and bubble machines are not permitted on the premises.

Equipment

- Music systems are not available in all the halls. Users are advised check with the Council in advance of the booking regarding the equipment available or to bring their own music and equipment.

Fire Safety

- Hirers must make themselves familiar with escape routes in the event of a fire.
- Fire doors must be kept shut but unlocked during the hire.
- On discovering a fire the hall hirer must:
 - operate the nearest fire alarm
 - call the Fire Brigade by dialling 999
 - leave the building by the nearest exit
 - proceed to the assembly point
- Do not stop to collect personal belongings. Do not re-enter the building
- If the fire alarm is activated the hall hirer must:
 - Vacate the hall immediately
 - Call the fire brigade by dialling 999
 - Leave the building by the nearest exit point
 - Proceed to the assembly point
 - Call the on duty caretaker
- If the hirer is holding an event or production for the public, fire marshals should be appointed to ensure that members of the public are escorted out of the building. For any questions please call the halls department on 01268 882200.
- Smoke and bubble machines are not permitted in the halls as these activate the fire alarms.

- Hirers will be charged an additional £25 if prohibited items have been used and have set off the fire alarms.

Bars and catering

- The Council has a list of approved catering suppliers. If external catering is to be provided we encourage hirers to use the approved list of suppliers. These suppliers have been assessed as bona-fide businesses and have the relevant food safety training and certification. Additionally they have been selected based on quality of food and the standards of appearance.
- Where an external catering company is used, the hirer will provide the Council details of their food hygiene registration and food hygiene certificates.
- The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- Table Plans for events should be sent to the council offices at least 10 days prior to the date of the function
- If alcohol is to be available for purchase on the premises, arrangements must only be made with the Council's appointed licensee
- ID will need to be shown when purchasing alcohol from the appointed licensee.
- At all premises the approved bar provider must be used. You cannot hire the hall and provide your own alcohol or soft drinks (unless previously agreed by the Council i.e Children's parties).
- Where the approved bar services are used for an event you are not permitted to bring your own refreshments in for consumption.
- The hirer is responsible for ensuring that attendees drink sensibly and do not get excessively inebriated. The hirer is responsible for ensuring that alcohol is not consumed by people who are intoxicated.

Extreme Views

- Council owned premises and halls will not be hired to any group disseminating extremist views.

Temporary event notices

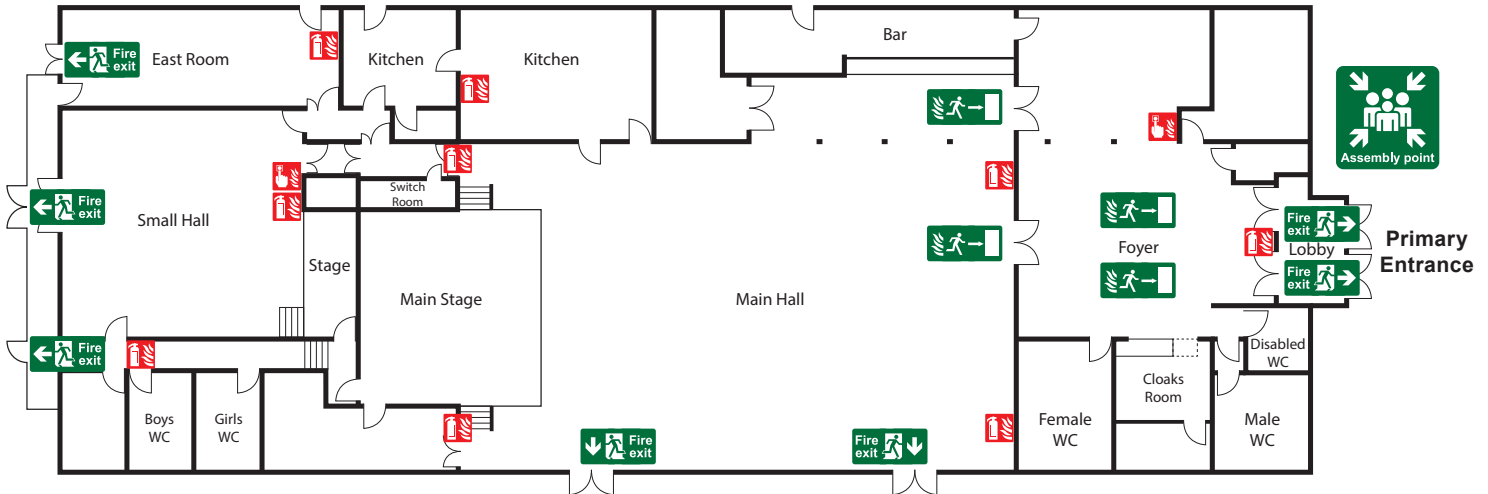
- The council does not permit temporary events notices for the provision of alcoholic beverages. Any planned alcohol consumption and or sale taking place under a temporary events notice will result in the booking being cancelled.
- Where a temporary events notice is required for other services excluding the provision of alcohol, the hirer is responsible for requesting permission from the community halls department prior to the application for the temporary events notice.

Data Protection





- The General Data Protection Regulations came into force on 25 May 2018. These regulations set out what to expect when Castle Point Borough Council (CPBC) collects personal information on you. If you would like further details they are set out in Privacy Notices on our website at www.castlepoint.gov.uk/info-governance. Alternatively hard copies are available within CPBC offices.
- Details regarding your booking including your name and contact number will be shared with the halls security service and the bar service providers.

Runnymede Hall

Fire Evacuation Plan



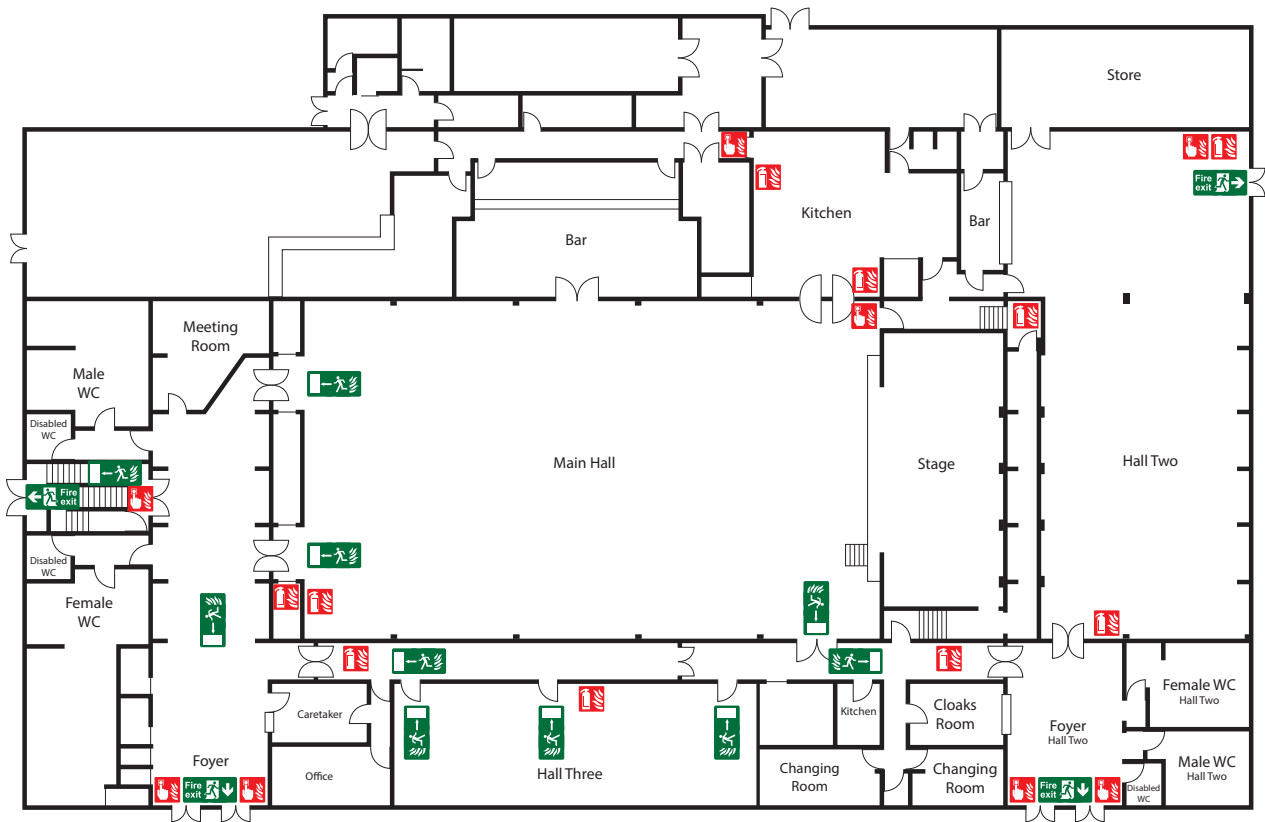
Key

-  Fire Exit
-  Fire Extinguisher
-  Fire Alarm Activation Point
-  Fire Route





ASSEMBLY POINT
FRONT OF BUILDING
(By Primary Entrance)

Paddocks

Fire Evacuation Plan



Key

-  Fire Exit
-  Fire Extinguisher
-  Fire Alarm Activation Point
-  Fire Route

ASSEMBLY POINT
GRASS AREA TO
FRONT OF BUILDING