

General Information and Guidance Notes for Hirers of Public Halls

This document is to help hirers of Public Halls to have smooth running events. Please read it carefully. It is for guidance only and cannot cover every special condition.

If you have questions about your booking please call Halls Lettings on (01422 392601). For questions about the Hall please contact the Supervisor at the Hall.

In this document these definitions apply: the '**Hall**' is the room or rooms hired; the '**booking**' is the period of time for which the Hall is hired to you for your event, and the '**hirer**' is the person signing the registration form, as an individual or somebody booking on behalf of an organisation. The **Council** is the owner of the Public Halls.

1 TO MAKE A BOOKING

You may make a provisional booking over the telephone. An official Registration Form must then be completed. This will be sent to you with a letter and a Provisional Booking Receipt. You may book a series of events on one Registration Form. You will need to return the form together with a cheque for 50% of your booking as instructed in the accompanying letter. Your booking will not be made permanent until the Registration Form and the cheque has been received.

You must satisfy yourself that the Hall is suitable for your event, and meets all your legal responsibilities in connection with your event. You can only use the Hall for the purpose you have booked.

We will only take instructions from the Hirer.

2. COSTS AND PAYMENT

All cheques should be made payable to **Calderdale MBC**. Payment by cash can only be done at the Lettings office, Central Library, Halifax, HX1 1UN. You cannot pay the Hall Supervisor.

The confirmation letter we send to you will tell you the total cost of the booking. You must pay half of the booking fee when you return your Registration Form.

The balance **MUST** be paid no later than 14 days before the booking. Please note that we do not send a further reminder. If your booking is made within one month of the date of the event then full payment must be made.

SETTING UP

We charge at a reduced rate for setting up and clearing away before and after your booking. Unless you ask for more setting up or clearance time, we will usually charge you for half an hour clearance time if your booking finishes before 9pm, or an hour if your booking finishes after that time.

We will attend to the lighting and heating of the Hall and the layout of chairs and tables according to your plans. Please give us plenty of notice of your plans. We have to make arrangements for other hirers too!

3. NOTES

a) All fees and charges are revised each year. Any change is made with effect from April 1st each year, and your event will be subject to the scale of charges prevailing at the time of the event.

- b) Additional fees are charged if you use special or additional equipment. This can include lighting, staging, staffing etc. We have equipment such as flipcharts, TV/Video players, overhead projectors for hire too – please enquire.
 - c) We can accept a single payment for a series of bookings. Please ask when booking.
 - d) We can cancel bookings without notice or liability if the due payments are not made on time.
- The agreement is a contract between Council and hirer.

Sub-letting is not allowed.

4. FOOD AND DRINK

Some of the Public Halls have a bar, the service is provided by a Licensee. You must tell us if you want a bar. We tell the licence holder if you want a bar and he gets in touch with you to discuss your needs. You cannot use the services of any other person or bring your own alcohol and/or soft drinks into the Halls.

The Halls are licensed for public music, singing and dancing. You must comply with all the conditions attached to that licence, the Liquor licence and/or stage play licence.

If you use caterers, you must tell them to clean all kitchen utensils and equipment they have used, and leave the Hall in a clean, tidy and hygienic state. If we have to do any extra cleaning, you will be sent a bill to cover the cost.

5. THEATRICAL or STAGE SHOWS

Some productions need a theatre licence. You must provide and display such a licence. Showing cine films or videotapes needs specific permission. You must state on your Registration Form if you want to show any. In some cases we will invoice you for electricity used as well as the normal booking fee.

6. COPYRIGHT – please see the Standard Condition relating to this.

Copyright work cannot be performed without the licence of the owner of the copyright. It is up to you to make sure you have a licence. You or someone contracted to you as part of your event (a DJ, for example) may already hold a licence from the Performing Rights Society Ltd (PRS) or Phonographic Performances Ltd (PPL). If you do not produce such a licence at least 7 days before the event, we will add the actual cost of this on to your booking fee. This cost varies for different event types.

7. LOSS OR DAMAGE

The hirer must take good care of the Hall and of everything in it. We do not accept responsibility for anything that you bring in to the Hall or leave with our staff.

The Council carries third party insurance in respect of claims arising due to its own negligence. It does not carry third party insurance to cover other groups. You must accept liability for any loss, damage or injury to property or people that may occur as a result of your booking, unless we have been negligent. We may ask you to provide insurance.

We cannot be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, Act of God, strikes or lock-outs, the declaration of a period of mourning, or anything which may cause the Hall to be temporarily closed or your event to be interrupted or cancelled.

8. SUPERVISION, HEALTH & SAFETY ETC...

During the booking, you are responsible for supervising your event. This includes:

1. The effective control of children, the safety of people entering and leaving the Hall and the orderly and safe clearance of the Hall in case of emergency.
2. The safety of the Hall and the preservation of good order and decency.
3. Making sure that all exit doors are kept unfastened and unobstructed and all corridors to exits are clear during the booking.
4. It is the hirers duty to provide adequate first aid arrangements during the event.

Anyone employed by you in connection with your booking will comply with any reasonable requests made by our staff.

For some events, we may require you to provide and pay for extra attendants or stewards, under our control. They will expel anyone acting in a disorderly manner or disobeying an instruction of the Hall Supervisor.

It is your responsibility to provide cloakroom attendants if you want them.

It is the hirers responsibility to ensure that any accident or dangerous occurrence is reported to the Hall Supervisor; straight away if possible or, if not, within 24 hours.

9. OTHER RESTRICTION OF USE

You cannot put up any form of decoration or fix anything to any part of the building, inside or outside, without our permission. This includes flags, banners and advertising.

You must not bring dangerous, flammable, unseemly or offensive articles in to the Hall. No portable electrical appliances are to be used without permission. All appliances used must conform to the Electricity at Work Regulations.

At all sales of goods, the organiser's full name and permanent address must be prominently displayed inside the hall on a poster no less than 20" x 30" and in all newspaper advertisements and handbills. In the case of a Limited Company, this will be the details listed at Companies House (registered name and directors) and in the case of sole partnership traders the proprietor(s) name(s) and an address at which legal documents can be served.

N.B. Public will not be let into the Hall unless all the above criteria are met.

Except for Guide Dogs, no animals are allowed into the Hall without permission.

10 FLYPOSTING

Flyposting is an offence and is not allowed in connection with your booking, whether you know about it or not. There is a maximum penalty on conviction of £1,000 per poster, with a further penalty of £100 per poster per day after conviction. The promoters of events publicised by flyposting are liable to prosecution.

11. CANCELLATIONS

If you want to cancel your booking, please do so in writing. If this is received at least 4 weeks before the date on which the event would otherwise have taken place then we may refund part of the hire charge for the event. This refund will not exceed 50% of the total charge.

If you cancel a booking for one or more events, or if a booking is cancelled by us because you have not complied with the Conditions of Hire, then you will still have to pay all of the charges payable. We can terminate your booking at any time (without liability) for several reasons, including:

1. If the event is of a different nature from that given on the Registration Form.
2. If any performance would be a breach of copyright, or if any performance or lecture is of an immoral or objectionable character.
3. If we do not think sufficient precautions have been taken to promote public safety and/or to prevent damage from any cause.

12 BREACH OF CONDITIONS

It is your responsibility to read and comply with the above guidance and the Conditions. You must make sure that they are complied with by everyone entering the Hall during the booking. If they are not complied with, we have the right to cancel the booking or any future bookings made by you without being liable to you for any loss.

You should make sure that your insurance indemnifies the Council against all loss or damage suffered by the Council arising from any failure on your part to comply with the above guidance and conditions.

13 THE END OF THE BOOKING

At the end of your booking, you should leave the Hall clean and tidy. You will take away, on the same day, all personal effects and/or equipment brought into the Hall and any rubbish that is a result of your event.

14 COMMENTS AND COMPLAINTS

We want to improve the quality of the service we provide. To help us do this, you will be sent or given a customer satisfaction form to complete following your booking. It is to be returned via to the Business Support Office, Central Library, Northgate, Halifax, HX1 1UN.

If you want to make an official complaint to the Council about any aspect of the Public Halls you should ask for a complaint form at the Hall or from the Centre Manager on (01422 392601), within 7 days of the cause of your complaint.

