

Conditions and Regulations for the Hire of Congleton Town Hall



We hope you will enjoy the Town Hall experience and will become a regular user. We must have rules of course but you will find us focused on your needs and flexible in how we deliver our services.

1. INTERPRETATION

1.1 In these Conditions and Regulations the following expressions have the meanings hereby assigned to them.

'The Council' means the Congleton Town Council.

'The Hirer' means the person or persons or body in whose name the application form is accepted.

'The premises' means the Congleton Town Hall.

'The function' means the purpose for which the premises are hired and includes any dance, concert, stage show, dinner, entertainment, meeting, lecture, bazaar, exhibition, sale, cinematograph show, or other proper use of the premises and shall include the arrival and departure of the public, entertainers and other persons attending or taking part in the function.

2. APPLICATIONS

- 2.1 The Council reserves the right at its absolute discretion to refuse any application without giving any reason for such refusal.
- 2.2 The Council reserves the right to seek discussion with a hirer to be better informed about the nature and scope of the booking.
- 2.3 All applications for the use of the Premises shall be made on the official application form.
- 2.4 Applications will usually be taken no more than 12 months in advance, except in the case of weekly/monthly block bookings, weddings, festivals, other significant events and bookings of more than one-day duration at the discretion of the Chief Officer.
- 2.5 Applications for the hire of furniture and equipment only are not accepted.
- 2.6 The Chief Officer has discretionary powers to submit any application for hiring to the Council for consideration before acceptance or refusal.
- 2.7 Saturday evening bookings will not be allowed to finish later than 1.00
- 2.8 The Town Council does not accept 18th Birthday parties.
- 2.9 A 50% deposit of the room hire, or a Purchase Order, is required within 14 days of the receipt of the costings to secure the booking (see 5.2) A provisional booking is held for 14 days.

3. SALE OR CONSUMPTION OF ALCOHOL

- 3.1 The Council, through its bars service (provided directly or through a franchise), holds the right at its absolute discretion to sell alcohol within the premises.
- 3.2 The bar is operated in compliance with the conditions imposed on the Town Hall Premises Licence for the sale of alcohol.
- 3.3 The Hirer shall not permit the sale or consumption of alcohol on the premises except that supplied through the Council's bar for which the licence applies.
- 3.4 The Hirer shall be responsible for compliance with the requirements of the licensee and the licensing laws during a function and shall ensure that alcohol is not brought into the premises by persons attending the function.

4. SALE OF FOOD AND OTHER REFRESHMENTS

- 4.1 All food and non-alcoholic refreshments may only be obtained through the Council's official caterer. The Hirer by themselves or by any other person authorised by them may not provide or sell non-intoxicating refreshments on the premises. The Chief Officer will sanction the sale of food at an exhibition or sale providing it is not for consumption on the premises.

5. CANCELLATION

- 5.1 Upon confirmation of your booking with Congleton Town Council (CTC) or Mark's Events Ltd (MEL) the commercial partner of CTC, every effort will be made to ensure the booking is carried out in the way agreed. CTC or MEL shall be entitled to cancel the booking without being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered if.
 - (a) the Hirer fails to pay for the hire charge in advance of the event on the date agreed
 - (b) the Hirer makes an omission from or mis-statement in the application form, which CTC or MEL deem at their sole discretion to be material, or uses the venue for a purpose not listed on the application form that is considered to be by the CTC to be unlawful, undesirable or unsuitable.
 - (c) the premises become unfit because of damage or discovery of a health and safety risk unforeseeable at the time of booking
 - (d) If the Council deems the Hirer to be unfit to organise the function for whatever reason.



- 5.2 Your booking with us will only be confirmed when the room hire deposit is paid in cleared funds or in the case of a corporate body a purchase order has been received. If you need to cancel your booking with CTC or MEL you shall be liable for the following room hire charges. Time shall be of the essence when paying for or cancelling a booking.

Friday Evening and Saturday bookings – terms relate to room hire deposit and cancellation fee:

- a) More than 365 days' notice of cancellation – deposit will be returned in full.
- b) Between 180 and 365 days' notice cancellation - 25% of the room hire fees will be charged.
- c) Between 90 and 179 days' notice of cancellation 50% of the room hire fees will be charged.
- d) Between 30 and 89 days' notice of cancellation 75% of the room hire fees will be charged
- e) Less than 30 days' notice– the full room hire fees must be met.

For mid-week, Friday daytime and Sunday bookings:

- f) More than 90 days' notice of cancellation – deposit refunded in full
- g) Between 15 – 89 days' notice – 50% of the room hire fees will be charged
- h) Less than 14 days' notice – 100% of the room hire fees will be charged

- 5.3. The Council at the discretion of the Chief Officer may vary the sum payable in exceptional circumstances or in the event of the rooms being re-let.

- 5.4 Final payment for events will be invoiced in the month prior to the event and must be paid in full at least 1 week prior to the event. For weekly bookings, the invoice will be issued in the month prior and must be paid in full within the first week of the relevant month.

6. CONDUCT AND BEHAVIOUR

- 6.1 The Premises must be used only for the purpose for which it is let, and the Hirer shall not sublet or assign the same or any part thereof.

- 6.2 The Hirer shall maintain and keep good order and decent behaviour in and around the Premises during the Function and shall be responsible for the care and custody of the Premises. The Hirer shall appoint a competent representative to be present during the Function who shall give constant oversight and attention to the observance of these conditions. The name of the representative shall be included in the application form. The Hirer shall provide such stewards as may be required by the Council to ensure the observance of these conditions by all persons admitted to the Premises during the Function. If the Hirer engages or appoints any of the Council's Staff for any duties in connection with any Function, it shall be on the understanding that the Council have no liabilities whatever in connection with such engagement, and that the duties that shall be undertaken for the Hirer shall not interfere with any duties which should be undertaken for and on behalf of the Council. The Council's Duty Staff shall have full power concerning the safety and security of persons and premises and to direct the removal from the premises of any person or persons who are guilty of disorderly or objectionable conduct or other justifiable reason of similar security. Any stewards or Security staff employed by the Hirer shall be from the Council's approved contractor, who will be qualified and registered by the Security Industry Authority.

- 6.3 The Council reserves the right to directly provide stewards for certain functions and to recover any associated costs from the Hirer.

- 6.4 Door sales of admittance tickets will only be permitted subject to the Council's prior formal consent and only until 10.30pm on the night of the function.

- 6.5 The Hirer shall ensure that no person shall:

- (a) bring, place, or erect any furniture, fitting, electric, limelight or cinematograph appliances, apparatus or lantern; or
- (b) place or fix any additional or decorative light or any decorations, cotton wool, inflammable material, plants, shrubs, or similar articles; or
- (c) deposit wax or powder on the floors of the premises; or
- (d) place, fix or exhibit any advertisement or notice within or without the premises prior to obtaining the previous permission of the Council, who shall be at liberty to impose such conditions as to materials, position, method of fixing, use and subsequent observance and reinstatements as, in their opinion, may be expedient or necessary.

- 6.6 If the Hirer requires the Premises for stage plays or similar entertainment, they shall ensure that no obscene, indecent or immoral song or representation shall be given during the performance.

- 6.7 The Hirer shall ensure that the emission of noise associated with any function shall not be unreasonable and shall contain noise to particular levels where these are formally dictated.



7. CCTV IN OPERATION

- 7.1 Congleton Town Council has installed CCTV in the Town Hall for the purposes of public safety, deterring crime and reviewing any matters brought to management's attention. CCTV is operated in accordance with the Council's CCTV Policy. Images will be shared with Police if requested due to suspected criminal activity.

8. ELECTRICAL INSTALLATION

- 8.1 All electrical switchboards and equipment in the Premises shall be under the control of the Council's staff and shall not be used by any other person without staff consent.
- 8.2 No additional electrical apparatus shall be used in the hall by the Hirer without permission and on the understanding that such apparatus shall be suitably fused and protected, connected to suitable sockets and installed by a competent person. Trailing cables are not allowed. Safety covers are available on request.

9. HEATING INSTALLATION

- 9.1 The heating of the Premises shall be the sole responsibility of the Council and the Hirer shall request the Council's staff to make adjustments as are necessary. The Hirer shall not touch or interfere with the heating equipment.

10. DAMAGE AND LIABILITY - INSURANCE

- 10.1 As between the Council and the Hirer, the Hirer shall be fully responsible for any injury, loss or damage whatsoever sustained or suffered by any persons in or about the Premises arising out of or in any way connected with the use of the Premises by the Hirer and the Hirer hereby undertakes so to indemnify the Council, its Officers, Agents and Servants, against all actions, costs, expenses, claims and demands in respect of or in any way connected with any such injury, loss or damage.
- 10.2 Each Hirer shall arrange liability insurance to cover his function activities unless such insurance is waived by the Chief Officer.
- 10.3 In the event of any damage or loss being caused to the Premises or to any fixtures, fittings, furniture or other items belonging to the Council therein during the function and arising out of or in any way connected with the use of the Premises, the Hirer shall at his own expense make good all such damage or loss and in the event of his failure to do so within 14 days after the occurrence thereof the Council shall be entitled to make good such damage or loss and the Hirer shall reimburse the Council all proper costs, charges and expenses in respect thereof.
- 10.4 All the conditions attached to the Premises Licence, allowing the Venue to be used for regulated entertainment and late-night refreshment, shall be duly observed and the Hirer shall indemnify the Council as Licensee against any action, claim, damage or loss which the Council may sustain or incur by reason of any non-observance or breach of any such provisions and conditions by the Hirer or his servants. A copy of such licences may be seen on application to the Chief Officer and the Hirer shall be deemed to have had notice of all such conditions.

11. SAFETY PRECAUTIONS

- 11.1 The Hirer shall acquaint himself with the emergency exits and the fire equipment provided and shall have sufficient attendants to effectively evacuate the Premises in the event of fire, according to the predetermined procedures.
- 11.2 The Hirer shall keep every entrance, exit and passage connected with the Premises clear of obstruction and ready for use in the event of an emergency.
- 11.3 Hirers intending to stage plays shall take due care to limit and control the amount and nature of materials and equipment used in the production to safeguard against fire or other hazards.
- 11.4 At all times the Hirer must adhere to instructions given by the Council's officers.

12. RIGHT OF ENTRY AND INSPECTION

- 12.1 The Council reserve to its Officers, Police Officers and such other persons duly authorised by it in pursuance of their duties, the right of free and unimpeded access at all times to all parts of the Premises.
- 12.2 The Council shall be responsible for the opening and locking up of the Premises before and after any function.

13. HIRE CHARGES

- 13.1 Hire charges are levied in accordance with the official scale of charges in operation at the date the function is held. The Council reserve the right to amend such charges without prior notice. (The Council reserves the right to review the charges for the start of each financial year, 1st April)
- 13.2 Hire charges are payable in accordance with the official terms and conditions, in force at the date of acceptance of hire.

- 13.3 Additional charges may be incurred where a function extends beyond the stipulated function hours contained in the application form.
- 13.4 Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.
- 13.5 Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession
- 13.6 Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessional bookings in any 12 month period.
- 13.7 There will be no concessional grants awarded During December and on Bank Holidays
- 13.8 A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.

14. COPYRIGHT ACT 1956

- 14.1 The Council has taken up a licence with the PPLPRS (The Music License) (PPLPRSto authorise the use of the Society's copyright music repertoire at all entertainments, including dances and shows held in the Premises. PRS is an organisation which collects licence fees from music users and distributes it to writers and publishers of music. Where copyright music in any form comprises part of the function, the Hirer must furnish to the Council's staff on request, at the cessation of the function a Performing Right Society form of return, duly completed, showing the title, composer etc. of every piece of music played and the date on which the function is held. The form of return will be supplied by the Council. Unless an exemption applies, the fee payable to PPLPRS by the Council, is included in the hire charge made to the Hirer.
- 14.3 PPLPRS (The Music License) is a music industry organisation collecting and distributing public performance royalties on behalf of record companies and performers. The Council holds a licence for playing sound recordings such as streaming, CDs, tapes, and records in public, whether for dancing, as part of a show or for any other purpose, where recorded music is played. Unless an exemption applies, the fee payable to PPL by the Council, is included in the hire charge made to the Hirer, who must provide all necessary details to the Council's staff.
- 14.4 PPLPRS (The Music License) These licences do not cover the Hirer to record any music played at an event (either recorded or live) on to CD, DVD, or any other device. For recorded music the hirer must get permission from individual record companies and in the case of live music from the artist ad the Mechanical Copyright Protection Society who look after the interests of writers and publishers.

15. ATTENDANCES: LIMITATION OF

- 15.1 The Hirer shall not permit overcrowding of the premises and in no case shall sell tickets for any Function or allow any persons to attend any Function in excess of the maximum number of persons identified by the Entertainment Licence for the Premises for particular types of events. These numbers may be reduced without notice at the discretion of the Council having regard to the exact nature and format of the event.

16. COMMUNICATION

- 16.1 Any notice, demand, or request by the Council to, or upon the Hirer, may be sent by email if the hirer is in regular email contact and backed up with an ordinary prepaid post addressed to the Hirer at the Hirer's address given in the application form and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

17. GENERAL DATA PROTECTION REGULATION

- 17.1 The personal data that you have given on your booking form will only be used to contact you for purposes connected with your booking. The Town Council will keep a secure record of the booking for six years in line with our financial regulations and data protection policies

18. VARIATION OF CONDITIONS AND REGULATIONS

- 18.1 The Council reserve the right to vary or alter these conditions from time to time as they think fit.
- 18.2 The hirer agrees to abide by these terms and conditions, or any amendment issued.

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