



BARTON UPON HUMBER TOWN COUNCIL

CONDITIONS OF PREMISES HIRE 'THE ASSEMBLY ROOMS'

NO SALE OF ALCOHOL

(To be retained by Hirer)

1. The Assembly Rooms, Barton Upon Humber is let on the conditions specified below and agreed by Barton Town Council. A breach of any of these conditions is sufficient cause for the letting to be cancelled without compensation.
2. No person under the age of 18 shall be entitled to be the 'Hirer'.
3. The person named and signing the booking form ('the Hirer') is personally responsible for any damage to the building or equipment during the hire period.
4. Any damage during the hire period needs to be reported immediately to the council and may result in the cost of any repairs being sought from the hirer.
5. The hirer is responsible for arrangement of the furniture during their hire and to ensure everything is left in an orderly "as found" condition after use. (unless an alternative agreement has been agreed by the council)
6. Barton Town Council shall not be liable for any loss, damage, or accident to the Hirer or persons admitted to the premises by the Hirer.
7. Permission to use any specialist equipment must be sought by the town council and it is the hirers responsibility to ensure the equipment is PAT tested and is used responsibly

Conditions of Hall Use

Safe Capacity

Overcrowding is not permitted at any time. The hirer is responsible for ensuring that all seats and tables are arranged to allow safe entrance to and exit from the Hall, free from any obstructions.

Insurance

The Town Councils insurance covers the Assembly Rooms and its own legal obligations. It is therefore the hirers decision whether to insure any property or personal possessions that you bring to the function. Under no circumstances can the Town Council be held responsible for any damage or loss to personal possessions of the hirer or their guests.

Upon confirmation of hire the town council may request a copy of public liability insurance

No Smoking

Smoking and the use of e-cigarettes (vaping) are strictly prohibited inside the building. The hirer is responsible for ensuring that any evidence of smoking or vaping outside the building is properly cleared away.

Fire Safety

All entrances and doorways must be kept clear of obstructions, whether or not signed as a 'Fire Exit', in case required for emergency evacuation of the building. Fire extinguishers are placed throughout the building for use in a case of fire; they are not otherwise to be moved or interfered with.

No naked flames, fireworks or barbecues are to be used inside the hall at any time.

The hirer is responsible for the safety of everyone on the premises during the hire period.

For safety and regulatory compliance, all fire exits must remain closed at all times and are to be used solely in the event of an emergency.

Please be advised that the fire exit located in the upstairs function room is fitted with an alarm and is subject to remote monitoring. This measure is in place to help prevent disturbance to neighbouring properties during active bookings.

EVAC Chair

It is a requirement within the hire terms and conditions that at least one member from the attending group / party has received training on how to use the EVAC chair in case of an emergency.

Safeguarding

If the hirers booking is in relation to young or vulnerable people, the hirer must provide to the council a copy of their child protection policy upon booking

Alcohol Sales

The sale of alcohol is prohibited at The Assembly Rooms. By law, a Temporary Events Notice, ('TEN') must be obtained by the Hirer, from North Lincolnshire Council for any event where alcoholic beverages are to be sold in the building.

All TEN's must be discussed and approved by the Town Council prior to any application to North Lincolnshire Council.

A copy of the TEN must be submitted to the Town Council at least 1 week before the event, and must show clearly the name of the responsible person for the booking and the license holder plus any supporting documentation, including the personal license holder's license from North Lincolnshire Council.

If a TENS licence can not be obtained by the hirer, please liaise with the Town Council regarding this being outsourced to another body who will hold the relevant licences for the sale of alcohol

Cancellation Policy

Any cancellation by the Hirer must be made at least 72 hours before the booking, failure to do so will result in the following charges being made – Within 72 hours 25% of the total cost, within 48 hours 50% of the total cost and within 24 hours full amount payable

Payments & Hire Charges

The costs to hirers effective from 1st April 2026 are as follows and include access to the kitchen

Community Bookings

The main function room - £20.00 per hour

The committee room – £10.00 per hour

Commercial Bookings

Price will be given on application

All bookings are payable before the booking commences.

Payment is acceptable by cash to the Town Council, or via BACS

Any ongoing booking costs will be honoured, however the Town Council reserve the rights to review these costings at any time, Notice will be given prior to any fee changes.

I agree to adhere to this hire agreement (Sign) _____ date: _____

Print full name: -

Address -.....

Contact telephone number: -.....