

BARTON UPON HUMBER TOWN COUNCIL
ASSEMBLY ROOMS, BARTON SAFETY NOTICE

The external fire doors and the route to them must be kept free from obstruction throughout the Booking. This includes the positioning of chairs and tables.

Extinguishers are clearly identified and a First Aid kit is to be found in the kitchen.

In the event of a fire, the building should be evacuated in an orderly manner using the appropriate Exits and the Fire Brigade called by dialling 999. The Assembly Rooms address is: Queen Street, Barton-upon Humber, DN18 5QP

STANDARD CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of any of the following, Barton Town Council should be consulted).

For the purposes of these conditions, the term ‘Hirer’ shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative and must be over the age of

1. SUPERVISION

The Hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents; their care, safety from damage or change of any sort, however slight; and the behaviour of all persons using the premises whatever their capacity. **No child under the age of 16 may enter the kitchen.**

2. USE OF PREMISES.

- i. The Hirer shall not use the premises for any purpose other than that described in the hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
- ii. Any additional activities must be brought in writing to the town council giving 3 months notice. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement.
- iii. Barton Town Council shall not be liable for any loss, theft, damage, or accident to the Hirer or persons admitted to the premises by the Hirer.
- iv. Hirers are welcome to decorate the hall for their occasions but must not damage the paintwork or interior.
- v. Any damage occurred during the hire period need to be reported immediately to the council and may result in the cost of any repairs being sought from the hirer.
- vi. 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)
- vii. 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
- viii. Overcrowding is not permitted at any time. Please discuss your requirements with the town council prior to booking to ensure safe capacity is maintained

3. DEPOSIT

Under certain circumstances the Town Council shall require a deposit of the Hirer before the period of hire begins. This shall be when the hiring is ended and the premises are found to be in order.

4. PARKING

On street parking is available near to the Assembly Rooms, there is also a public car park located at Cottage Lane, Barton Upon Humber, DN18 5PH and is approx. 5 minute walk to The Assembly Rooms

5. 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.

6. SAFEGUARDING

The Hirer must ensure that all activities involving any vulnerable group(s) comply with both the Church's safeguarding policy (displayed in the lobby) and with all statutory requirements. A responsible adult should accompany small children to the toilet.

7. HEALTH & HYGIENE

The Hirer shall, if preparing, serving or selling food observe and be responsible for Compliance with all relevant food health and hygiene legislation and regulations.

8. INSURANCE

The Hirer shall, if preparing, serving or selling food observe and be responsible for Compliance with all relevant food health and hygiene legislation

9. BALCONY

During the hire, it is the hirer's responsibility to ensure that, if the balcony is used, it is used safely and responsibly. Any children under the age of 16 are to be accompanied by an adult. All users of the balcony must refrain from standing, sitting, or leaning near the edge of the balcony and must remain a safe distance from the edge at all times.

10. NO SMOKING/VAPING

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 using the receptacles provided

11. 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. Should the council receive reports of the door being opened during the hired event when there is no emergency, this will be considered a breach of the terms of conditions and may result in the deposit not being returned

12. SALE OF ALCHOL

Where a bar is required for the Hirer's Event, this will be organised by Barton Upon Humber Town Council and will be provided and operated through Peter Storey of The George Inn Public House. Please discuss your requirements with the town council upon booking

13. EVAC CHAIR TRAINING (IF APPLICABLE)

It is the responsibility of the hirer to contact the town council prior to the booking to receive training on the EVAC chair should any individual attending the hire has limited mobility, disabilities or injuries that may prevent them exiting the building should the lift be unavailable in the event of an emergency

14. 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

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

15. 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

16. END OF HIRE

At the end of each period of hire, the Hirer shall be responsible for leaving the premises and surrounding area in a proper condition. This shall include the following:

- i. The premises shall be left clean and tidy. All floors should be swept or vacuumed as necessary (equipment is to be found in the lobby and the cleaning cupboard in the main kitchen and soiled surfaces wiped.
- ii. Any items temporarily removed from their usual positions — tables, chairs, etc — must be replaced/stacked in their proper places. Please do not drag furniture.
- iii. Please see that the toilets are flushed and in a decent condition, and that all taps and lights are turned off. Ensure any 'accidents' have been dealt with.
- iv. Check that the kitchen taps and oven/kettles/are all turned off.
- v. The building shall be properly locked and secured, including the fire doors, and all lights switched off.

Failure to comply with the above may lead to the town council making an additional charge to make good damage or other loss and/or to cover extra cleaning and caretaking. In the case of an occasional booking, failure to comply may lead to the forfeiture of the deposit.



BARTON UPON HUMBER TOWN COUNCIL

Acceptance of Terms and Conditions of Hire/Use

Use and/or hire (whether commercial, charitable, non-commercial or private) of the Hall and its associated facilities is subject to our Terms and Conditions.

In the case of long-term bookings, we will inform you of any changes to the T&C.

If you are signing on behalf of a group or organisation, please notify us in the case of a change of personnel.

We hope that your booking goes smoothly; please report any problems to us for our attention.

Your Name 'The Hirer'	
Business / Organisation (if applicable)	
Position on organisation (if applicable)	
Address:	
Contact Number:	
Email Address:	
Date and time of your booking/first booking	
I have received, read and understand all the sections detailed in the terms and conditions and agree to abide by them	Signed: Date: