

CONDITIONS OF HIRE AND INFORMATION FOR HIRERS

Masonic rooms, Church Street, Tenbury Wells WR15 8BL

Booking Emails:

Please email our bookings administrator Ian Suthers with your request for the booking form

BY SIGNING THE BOOKING CONFIRMATION FORM, ALL HIRERS AGREE TO THE TERMS AND CONDITIONS SET OUT IN THESE TERMS.

PLEASE BE AWARE THAT THE ENTIRE BUILDING IS A NON-SMOKING AREA.

BOOKINGS

- The Hall may be booked for recurring or single lettings. Hall hire is charged by the hour or session (see separate sheet for charges). The specified rates cover use of the Hall, the kitchen and use of the lavatories.
- Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised by signing the relevant section on the Booking Agreement Form.
- Regular Bookings with Fees/Commercial Hirers: Please include copies of your relevant Public Liability Insurance Certificate to validate your booking.
- No responsibility whatsoever can be taken for any 'personal' items left on the premises or any damage caused by them to the premises or any misuse of them by others.
- No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the lavatories (as well as cooker and refrigerator if used). Any charges incurred due to breakages, poor cleaning, failure to replace furniture, etc. will be passed on to the Hirer or deducted from the deposit.
- No apparatus or equipment of any description can be left on the premises without the prior consent of the Management Committee.

Please see booking form for times of use.

The rooms will be open 30 minutes before the hiring time, unless extra time is agreed by prior arrangement with the Bookings Secretary.

DEPOSITS & CHARGES

- For 'one-off' events a deposit of £10 is required.
- For wedding receptions and evening parties, the deposit and rate are to be agreed separately with the Bookings Secretary.
- Should a call-out to the rooms be required as a result of a fault caused by the Hirer, a call-out charge will be deducted from the Hirer's deposit.

CANCELLATIONS

- Hirers may cancel bookings by giving at least 2 weeks' notice.
- If a Hirer cancels a booking with at least 14 days' notice being given, the deposit will be retained but the hiring charge will be refunded.
- Cancellations made with less than 2 weeks' notice are liable to a payment of the whole hiring charge.
- Cancellations must be by e mail or in writing.

The Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring charge and deposit, should the purpose of hiring the rooms be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The Management Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

GENERAL HIRING CONDITIONS

Responsibility for the premises rests with the Hirer during the period of access to the Hall. The hire period must include set-up and clear-up times. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.

Heating is provided. Special heating conditions (i.e. warmer or cooler) can be requested in advance. The controls should not be touched by anyone except a member of the Management Committee.

The rooms Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.

KEY

Hirers must contact the Bookings Secretary at least one week before the date of hire. The Bookings Secretary will make arrangements for the rooms to be open.

MUSIC & ENTERTAINMENT

The rooms holds the appropriate licences for Public Entertainment. Music must cease by 11:00 pm and all music must be kept to a suitable level to avoid disturbance of neighbours. For commercial hires/regular bookings with fees, Hirers should ensure that they have proper insurance for any equipment used in the Hall, to include any damage caused by them to the Hall and its users.

Responsibility for the use and safety of electrical equipment (and/or other equipment specified at the time of booking) brought on to the premises by the Hirer rests entirely with the Hirer. Any such electrical equipment must have passed the necessary P.A.T. tests and certificates must be produced upon request.

Public Liability insurance cover must exist for such equipment. Copies of certificates of insurance are required before a booking can be confirmed. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the premises.

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Performances involving danger to the public or of a sexually explicit nature shall not be given.

The rooms hold a public entertainment licence. The current capacity of the main Hall is as follows:

- Closely seated 60
- Seated at tables 60
- Dancing – no tables 60
- Seated at tables with dancing 60

HEALTH & SAFETY

It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.

A first aid kit is stored in the kitchen.

Any accidents should be reported to a delegated member and an Accident Report Form completed. Accident Report Forms are kept in the cupboard in the entrance hall.

FIRE PRECAUTIONS

Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, 'break-glass' fire alarms, emergency exits and of the importance of fire doors. Hirers will be responsible for informing all those using the rooms of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the notice board in the Village Hall.

Fireworks, party poppers and candles are not allowed, either for internal or external use except for birthday cake candles.

ACCESS FOR ALL

There is access into the building for wheelchair users into the building and a designated lavatory inside. Assistance dogs are welcome in the rooms.

CAR PARKING

Visitors to the Masonic rooms are asked to follow the parking recommendation and vehicles parked at the room are at the owner's risk.

ALCOHOL LICENCE

It is the Hirer's responsibility to ensure that they have complied with the legislation. Alcohol consumption by persons underage must not be permitted.

The rooms have a Premises (Entertainment) Licence as required under The Licensing Act 2003. A Hirer who wishes to have the bar open must state the intention on the booking

It is an offence to sell/serve alcohol to persons under 18 years of age. Young persons (16 – 17-year-old) may consume wine, beer or cider at a table meal when accompanied by an adult at the meal.

The Management Committee and Hirer can be held legally responsible for criminal offences carried out at the rooms and as a result the rooms may lose its licence. **UNDER NO CIRCUMSTANCES WILL THE MANAGEMENT COMMITTEE TOLERATE ANY BREACH OF THE ABOVE LEGISLATION.**

FOOD SAFETY

Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.

SUPERVISION

Hirers are held responsible for adequate supervision of the premises and for use of the grounds by their own party during the period of hire and must ensure that fire exits and access to them are always kept clear.

Child Protection It is the responsibility of the Hirer (under the Children Act 2004) to always ensure the safety of all children at any event. There is also a responsibility to safeguard vulnerable adults. The Masonic Hall Management Committee has a Policy for Child Protection and Safeguarding of Young People and Vulnerable Adults.

Hirers are responsible for the observance of the law regarding child protection, that adults having continued and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups should be signed and returned with the booking form to the Bookings Secretary.

Any incidents should be reported to the TMPMC

CHECKLIST FOR HIRERS OF TENBURY MASONIC ROOMS

In order that the rooms can be kept in good condition for all, would Hirers please do the following at the end of each hire:

1. Please ensure that the rooms floor is left in good condition
2. Make sure tables are clean and put away tables and chairs where you found them.
3. Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator is empty and clean if you have used it, and any cups, plates etc. that you have used are washed, dried, and put away.
4. Any rubbish must be removed by the Hirer.
5. Please note any comments you may have in the visitors' book in the reception area.
6. When you leave, check that all fire doors and kitchen hatch fire shutter are closed.
7. Turn off hot water.
8. Switch off all the lights you have put on.

Your deposit will be forfeited if the Conditions of Hire have not been met.

Thank you for your cooperation.