

# Terms and conditions for the hire of Frome Town Hall

Please note that the First Aid Box is located at reception.

1. Bookings are made on a sessional basis. A session consists of a morning, afternoon or evening and lasts for four hours.
2. Application to hire the facility must be made on the approved form. The booking is not confirmed until a signed copy of the terms and conditions and full payment has been received. The hirer will need to confirm any provisional bookings within two weeks of making the provisional booking.
3. Where an organisation is mentioned with the Hirer's name, that organisation shall also be considered the Hirer and shall be jointly or severally liable thereon with the person who signs the form.
4. A Hirer cannot sub-hire the Hall to another person/organisation.
5. The Hirer must be an adult (18 years and over) and must be on the premises for the duration of the event or must nominate a person to be responsible for the event.
6. Cancellations must be made in writing, a minimum of two weeks before the event. Bookings cancelled without sufficient notice will be charged at the full hire cost of the room.
7. Frome Town Council has full discretion on the acceptance of any booking and reserves the right to cancel a booking at any time.
8. In the event of any part of the Town Hall being rendered unfit for the use for which it was hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.

9. It is the hirer's responsibility to ensure that the Terms & Conditions of hire are observed. Where a booking is initially for a single event, subsequent events booked by the hirer will be subject to the same Terms & Conditions as the initial booking.
10. There is no visitor parking at the Town Hall for events although it is a suitable drop off point. Parking near the hall is limited and Hirers are asked, as a condition of booking, to direct their visitors towards the town centre car parks; specifically the Market Yard car park, and to walk from there to the Town Hall or alternatively, to take a taxi from the Cork Street taxi rank.
11. Smoking is not allowed anywhere in the Town Hall. Any person who breaches these provisions and/or regulations will be asked to leave the premises and could be subject to prosecution.
12. Frome Town Council have Public Liability cover for individuals and/or groups hiring the Hall for private functions who have no public liability cover of their own. The cover is only provided for non-commercial activities, which are for the benefit of the local community. If the event involves something high risk and it would then be necessary for them to obtain own insurance, for example - candles or a bouncy castle at an event. Any business hirer should arrange their own insurance.
13. Frome Town Council is not responsible for any loss or damage to Hirer's personal or other property brought to the Hall during the hire period.
14. The cost of any damage to the premises, its furniture or equipment as a result of the hire will be the responsibility of the Hirer, to be invoiced by Frome Town Council and paid within 30 days. A refundable cash deposit of £100.00 may be required at the time of booking.
15. Nothing is to be fixed by any means to the walls, floors, windows, doors, furniture, curtains or any other fixtures or fittings.
16. No banner or promotional material may be displayed outside the building unless by prior arrangement. Posters must not be affixed to the windows nor to external walls or gates at any time.

17. Nothing is to be removed from the walls, floors, windows, doors, furniture, curtains or any other fixtures or fittings
18. No furniture or equipment (electrical or otherwise) is to be brought onto the premises without prior approval. Any electrical equipment brought onto the premises must be covered by a current Portable Appliance Test certificate.
19. The hirer indemnifies the Frome Town Council in respect of accident, loss, damage, cost or charges & claims arising from non-observance of or non-compliance with these conditions during the use of the premises.
20. The maximum number of people allowed at any event in the Hall (including performers and/or helpers) must not exceed 100 for the Town Hall's Council Chamber.
21. Fire Regulations must be observed, please refer to the Fire Emergency Plan and associated documents provided for the event. Hirers must be aware of the needs of and be responsible for the safety of persons assisting with or attending the event. Evacuation procedures will need to be read out at the start of the meeting/hire. The hirer is responsible for attendees to sign in when they arrive and sign out when they leave.
22. The hirer shall ensure that persons assisting with or attending the event act with consideration towards other users of the premises, especially with regard to use of the hallways and stairs. The entrance hall must be kept clear at all times.
23. Should the booking be a 'closed' meeting/event where a Town Council Steward is not booked, a £10 cash deposit is required to obtain an access fob to the Town Hall. The deposit will be returned once the fob is handed back. The hirer will need to have a building induction and will need to be present throughout the event.
24. If you have booked a Support Steward to be on the front desk for your meeting and they have to leave the desk for any reason the front door will be closed. You must nominate an attendee at your meeting to answer the phone located in the Council Chamber should it ring. The Support Steward will only call the phone if there is an emergency.
25. Young people under 16 must be supervised by a responsible adult - the ratio of responsible adults to young people to be agreed before the event takes place. A responsible adult is defined as a person who is over 18 years of age and who is either

- a) the younger person's parent, step-parent, guardian, grandparent or
  - b) a person who is acting in place of a parent and who could reasonably be expected to exercise responsible supervision of the younger person.
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- 26. The Premises License (Licensing Act 2003) makes provision about the regulation of the sale and supply of alcohol, the provision of entertainment and the provision of late night refreshment. All licensable activity must be pre-arranged two weeks in advance of booking.
  - 27. The Hirer is responsible for Security staff at the event. Frome Town Council reserves the right to engage qualified door supervisors, the cost of which would be payable by the hirer.
  - 28. Frome Town Council reserves the right to refuse admission to or remove from the Town Hall any person.
  - 29. All hirers are expected to make sure that the building is empty at the end of their booking. Prior to leaving they must ensure that all windows and doors are shut/locked and the alarm set, if no Steward duties have been agreed.
  - 30. The premises must be vacated promptly at the end of the hire session and left in a clean and tidy condition. Hirers must ensure that attendees leaving the Hall at the end of any session have been informed that they are departing into a residential area and should keep any noise to an absolute minimum whilst outside the Hall and surrounding area.

Please confirm the above dates/details are correct.

Payment enclosed by BACS

Signature .....

Signing this document means that you accept our terms & conditions and have taken note of travel arrangements at Frome Town Hall.

Signature .....

Print .....

Date .....

Emergency contacts

Sean Powell 07739 363271

Chris Stringer 07714 264274

Paul Wynne 07860 414552

For office use only

Provisional booking taken by .....

Member of staff to cover .....

Date of building induction .....

Deposit received .....

Fob returned .....

Deposit returned .....