

## **Barley Town House, Church End, Barley, Royston SG8 8JW**

The Town House forms part of the Barley Town House Charity No 1038681 of which the Sole Trustee is Barley Parish Council. The Town House Management Committee is appointed by the Sole Trustee to act on it's behalf in relation to all day to day activities including letting of the property

**The Town House Management Committee has appointed the Lettings Officer.**

The Lettings Form and The Letting Conditions record the terms of the contract for hire

1. Applications for hiring the Town House must be made through the Letting Officer and the standard booking form must be completed. The contract is made between the hirer and the Town House Management Committee.
2. The Letting Officer will confirm that the booking has been accepted but the Committee reserves the right to refuse any application for the hire of the Town House.
3. The person signing the booking form is the hirer, who will be responsible for payment of the hiring fee and or any damage done to the building or equipment. Where a promoting organisation is named on the form, that organisation is also deemed to be the hirer and is jointly and severally liable with the person signing the form.
4. The rooms to be used must be specified on the booking form and only those rooms may be used.
5. The date and hours for which the Town House is hired must be specified on the booking form. The hirer is not entitled to access to the Town House for any purpose outside the specified hours except by prior arrangement with the Lettings Officer.
6. Charges for hire are in accordance with the published tariff.
7. A deposit of £..... is payable at the time of booking, in addition to the hiring charge. The deposit will be refunded in full less any charges, which have to be made to cover breakages, damage or extra cleaning needed or electricity used. Should the noise limiting device be tampered with or bypassed then the deposit will not be refunded.
8. The hirer is responsible for any damage to the hired rooms and the furniture and equipment in them during the period of hiring and at other times when he has access to them. The rooms' furniture and equipment must be left in the same condition as they were in before hiring began, and no item belonging to the Town House may be removed without the prior permission of the Lettings Officer. At the end of the hiring all windows must be closed, all exterior doors locked and all lights, cookers and heaters turned off. A charge may be made for electricity consumed by lights and heaters left on, and for any cleaning necessitated by the condition of the rooms at the end of the hiring period. Any damage must be reported to the Lettings Officer within 24 hours of the end of the hiring period and the costs of repair, cleaning, etc, paid on demand if they exceed the amount of the deposit.
9. No alcohol may be sold in the hired rooms except under the terms of an excise licence or occasional permission obtained by the hirer.
10. All conditions of the music and dancing licence for the Town House must be observed by the hirer. Music must be turned off by 11.30pm and the building empty and locked by midnight. It should be noted that no function can continue after midnight. A copy of the licence may be inspected on application and the hirer is deemed to have notice of its conditions.

11. **In the event of cancellation of the booking by the hirer 48 hours or more before the date of the hiring, 80% of the hiring fee will be refunded. No refund will be made if the booking is cancelled by the hirer less than 48 hours before the date of hiring.**
12. **The committee will not be liable for any loss of or damage to any property brought into or left in the Town House during the hiring period. .**
13. **The hirer accepts sole responsibility for the actions of any third party attending at the Town House at or in connection with the period of hire whether or not as a member of the hirers organisation, guest or engaged to provide instruction, entertainment, bars, catering or other services**
14. **The hirer confirms that he/she has in place suitable professional indemnity or public liability insurance to cover claims relating to the matters referred to in clause 13 and any equipment that the hirer or such third parties may bring to the Town House. The hirer will provide to the Lettings Officer written proof of such insurance on request.**

**I have read and understood the Letting Conditions and will abide by them**

**Signature of Hirer.....**

**Date.....**

**ALL HIRERS MUST READ AND ABIDE BY THE ATTACHED INSTRUCTIONS TO HIRERS**

## **INSTRUCTIONS TO HIRERS**

### **Accidents**

Hirers should make themselves aware of the procedures to be followed in the event of an accident (see emergency procedures on notice board in foyer).

### **Caterers/Contractors**

Please make sure that your caterers/contractors carry third party insurance as a minimum, that they are competent and that their equipment is safe.

Please make sure that your caterers follow the Caterers Checklist displayed in the first floor kitchen and emphasise that the fridge, range, equipment, sink and worktops must be left clean.

### **Electrical**

Please ensure that any electrical equipment brought into the Town House is safe and that portable electrical appliances have been PAT tested within the last 12 months.

Note that child locks have been fitted to the electrical mains cupboards for the safety of you and your guests.

### **Damage to Fabric of the building**

Under no circumstances may any material of any sort be fixed to any part of the building either internally or externally with nails, drawing pins, staples or any other similar method. A deduction from the deposit will be made for any damage caused by such fixings.

### **Fire Precautions - Please note that smoking is not permitted in the Town House.**

Hirers should make themselves aware of the positions of the fire exits. Please do not block fire exits with tables, chairs etc (see emergency procedures on notice board in foyer). Make sure you and your guests know what to do in the event of a fire and how to get to the assembly point.

**Heating** All heaters to be switched off on leaving unless instructed otherwise.

**Keys** Please note that all hirers are responsible for making sure that the rear double doors are unlocked at the start of the booking and that **all** doors are locked on leaving.

**Lights** All lighting except emergency lights to be switched off on leaving.

**Noise** Following complaints to North Herts Environmental Health Department, the Committee has been forced to fit noise limiting devices to the undercroft and the first floor hall, to ensure that the neighbours are not disturbed by excessive noise from discos and live bands. The Committee would draw the attention of hirers to the **Letting Condition No.7** in this respect. The Committee regret the necessity for these devices but have **no** choice in the matter. Hirers should ensure that any discos or live bands that they have booked are made aware of the noise limiters and that excessive noise will mean that the power will cut out. The Committee cannot be held responsible for any damage to equipment whatsoever or however caused.

### **Setting Up**

Please make sure that disco lights and other temporary lighting is safe, that speakers are secure and that electrical cables do not create a trip hazard.

### ***Young Children***

*Please make sure that younger children are adequately supervised.*

August 2016