

Lesley Bramwell
Town Clerk

NEW MILLS TOWN COUNCIL
In the High Peak of Derbyshire

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Charges and Conditions of Room Hire

Hire Charges

	Concessionary Rate £	Standard £
Large Hall**	£12.96	£21.60
Library Lecture Room**	£ 7.20	£12.00
Council Chamber	£ 7.20	£12.00

**The Large Hall includes a bar area but does not include the use of the kitchen which can be hired at additional cost should it be required.

**The Library Lecture Room includes the use of the kitchen.

Prices shown are per hour, all the above prices include VAT at 20%.

Conditions of Room Hire, Town Hall, New Mills

1. Agreement, Guarantee and Deposit

The room hirer must agree to comply with the following conditions and where required by the Council, must give a guarantee to be approved by the Clerk of the Council. On application of room hire, the hirer shall pay a deposit of £30.00 of the hire charge and shall pay the balance no later than seven days before use of the room(s). For some events, we may require a damages deposit of £250 which will be returned on satisfactory inspection of the room and equipment after the event.

2. Cancellations

Any cancellations should be made within one month of booking or no later than seven days before the event. For late cancellations a fee may be incurred.

3. Display of Placards and Decorations

No nail or fastening of any kind can be put on any wall, floor, partition, pillar or other fitting or furniture. No other damage should be made to the premises either internally or externally. Helium balloons are allowed if they are securely weighted down.

4. Additional Lights / Gas Appliances / Electrical Equipment

If additional lights or gas appliances are required, the consent of the Clerk must be obtained. Any unauthorised lights or gas put up or used may be removed by the Council, or its authorised officers or servants. Any electrical items brought in for use at the Town Hall must be Portable Appliance Tested (PAT) and proof of such testing provided. No dry ice, smoke machines or candles are to be used as they affect the fire alarm system.

If any action carried out in preparation or during any meeting or event which in the opinion of the Clerk, is a potential fire risk, the event will be stopped/prevented and such items may be removed by the Council or its authorised officers or servants.

5. Floor in Large Hall

The Caretaker will undertake the preparation of the Large Hall floor. The hirer is not permitted to put any preparation of any kind on the dance floor.

6. Rooms to be given up if required

In the rare event that the room or rooms to be hired are required by the Council for any public purpose, the hirer will be required to give up the booking. No compensation shall be payable by the Council. The charge for room hire will be refunded.

7. No Sub-Letting

The room(s) hired must be used for the purpose agreed on the booking form and the hirer shall not sub-let to anyone else.

8. Smoking

Smoking is prohibited in all parts of the Town Hall.

9. Free Access for Officials

All parts of the premises shall be accessible to the Police, Town Hall Caretaker and authorised officers and servants of the Council. These officials have full powers to enforce the conditions of room hire as well as the preservation of peace and good order.

10. Damages to be paid for

The hirer is liable for all loss, damage or injury which during the occupation of the hirer, may be done to the premises, fixtures, fittings, furniture or items belonging to the Council. The amount of such loss, damage or injury will be assessed by the Clerk and will include contingent loss the Council may sustain through the inability to hire the room(s) damaged during the time necessary to make good such damage, loss or injury.

The hirer shall leave the room/s hired and the fixtures, fittings, furniture, equipment and articles in as clean and good order as they were at time of entry.

11. Copyright

The hirer shall not use the premises or any part of the premises, for any public performance, drama, musical work or public lecture in which copyright exists without the written consent of the copyright owner. The hirer shall indemnify the Council any sum of money which the Council may have to pay out as a result of any copyright infringements during the period of hire.

12. Performing Rights Society / PPL Licence

For events where music, film or television may be used, it is the **responsibility of the hirer** to ensure they have the appropriate licence for such event. A copy of such licence must be provided to the Council.

13. Music

Any music played should be at a reasonable volume. The Council/Town Hall Caretaker reserve the right to turn the volume down.

14. Articles may be detained

All articles brought onto the premises by or for use of the hirer may be detained by the Council until all charges are paid and the hiring conditions fulfilled. During such detention, the Council will not be liable for any damage done to such articles.

15. Council not responsible for loss or damage to hirer's property

The Caretaker will lock up the premises at night, but the Council will not be responsible for any property the hirer leaves which may be damaged, destroyed or lost through fire, accident, theft or any other cause.

16. Refreshments

Refreshments may be served and consumed in the Library Lecture Room (if the room has been booked). They may be served and consumed in the Large Hall provided permission has been obtained from the Clerk and that proper table/seating arrangements have been made. If food is to be served on the premises, it is the

responsibility of the hirer to ensure all Environmental Health regulations are adhered to and that they remove and dispose safely of all recyclable materials from the premises once the event has ended.

17. Entrance doors to be opened as announced and room capacity must be observed

The entrance doors to the Large Hall are to be opened at the exact time announced/advertised and no person shall be admitted beyond the numbers allowed for safety and comfort. The maximum numbers allowed in the Large Hall are up to 250 standing, up to 200 seated and up to 150 with tables and chairs. For the Library Lecture Room, the maximum number is up to 40 seated or 36 with tables and chairs.

18. No admittance after 10.30pm

No person is to be admitted or re-admitted after 10.30pm. To ensure this condition is observed, the Council may require two doorkeepers, one to take up duty at the Large Hall entrance and the other at the clock tower entrance downstairs and remain there until the premises are cleared. Doorkeepers are to be arranged and paid for by the hirer.

19. Evacuation

The hirer shall keep every entrance and exit clear of obstructions and ready for use in case of emergency. The hirer is responsible for informing all people present at the event the location of fire-fighting equipment and escape routes. If more than 60 people are likely to be present, stewards should be appointed to take charge in the event of an evacuation. A copy of the fire evacuation procedure is available in each of the rooms for hire. It is the responsibility of all hirers to ensure they have familiarised themselves with the document and the procedures contained within.

20. Premises to be vacated by 11.45pm

The premises should be vacated by 11.45pm on Saturdays. It may be possible to hold an event for longer on a Friday at the Council's discretion. All persons are to leave by the main exit in the Large Hall only. After 10.30pm, the exit via the clock tower stairs is **only** to be used in the event of an emergency.

21. Temporary Events Notice

The approval of the Council **must** be obtained before an application is made to High Peak Borough Council for Temporary Events Notice (TEN) if alcohol is intended to be sold or supplied on the premises. When bar facilities are provided, the premises **must** be cleared of all bar equipment, unsold stock and empties no later than 10.30am the following day.

22. Posters

The Council will permit groups/organisations to display posters/notices for an event at the Town Hall. However, please do check with the Clerk/Administrator before doing so. Posters/notices may be removed at the discretion of the Clerk/Administrator.

23. Application for room hire to be sent to the Clerk / Administrator

Applications for hire must be made in writing on the official form provided and submitted to the Clerk/Administrator who will consider each application carefully. Approval for hire is not guaranteed.

24. Insurance

The hirer must have adequate insurance for their event and undertake a risk assessment. A copy of the insurance and risk assessment must be provided

25. Right to impose further conditions

The Council reserves the right to impose further conditions or modify these existing conditions without prior notice.

26. Breach of Conditions

If any of the above conditions are breached, the Council reserves the right to refuse to hire the rooms to that hirer on any future occasion and if already booked for a future occasion to cancel such booking.