

## **APPLEBY-IN-WESTMORLAND PUBLIC HALL**

### **BOOKING CONDITIONS**

The Public Hall is managed by Appleby-in-Westmorland Town Council. Bookings should be made through the Town Council's Clerk, who may refuse a booking. Hirers must be 21 years of age or over.

A returnable deposit of £100.00 will be added to the account for the hire of the Hall for parties and dances. If the fire doors are opened the deposit will be lost, unless the music and public address system is immediately switched off.

The Clerk may, with reasonable notice, cancel a booking and the booking fee will be refunded.

A cancellation fee may be charged in the event of the hirer's cancelling a booking.

At no time should the Hall's capacity of 250 persons (or 80 for the Supper Room) be exceeded. These figures include promoters, artistes, etc.

The hirer shall abide by all safety regulations governing the use of the Hall. Emergency exits will be kept clear at all times.

The hirer shall be responsible for the conduct of the Hall's users and accepts responsibility for any damage to the Hall, its fixtures or fittings. An appropriate number (five for a dance or party, eight adults supervising an event involving young people) of stewards must be on duty during the event,.

The hirer shall not sub-let the Hall without the approval of the Clerk.

The Hall shall at all times be accessible to any authorised person. The Town Council reserve the right to carry out spot checks at any time.

The Hall shall be left in a tidy condition. The cost of extraordinary cleaning will be charged to the hirer. Rubbish must be removed.

The Town Council does not accept responsibility for any property belonging to the hirer or users of the Hall.

The provision of Public Liability Insurance for an event is the responsibility of the hirer.

The bar will close no later than midnight. A time penalty of £50.00 is payable if the hall is not vacated by 1.30 am.

Permission must be sought from the Clerk before banners are erected outside the Hall and are only to be erected three days prior to the event and taken down the day after.

Access to the balcony is strictly prohibited.

Smoke machines are not to be used under any circumstances. Should the fire alarm be activated please telephone 017683 51953 (Caretaker)

Anyone wishing to make arrangements regarding the hire of the Hall must do so directly with the Clerk and not with other hirers.

It is the hirer's responsibility to ensure that no one smokes in the building, should anyone be found to be smoking the hirer will be responsible for any action taken against the Council e.g. any fine incurred.

The cooker, microwave and fridge in the kitchens should be left spotless after use, if they are not a heavy fine will be imposed on the hirer.

When hiring the Supper Room every effort will be made to ensure the lift is fully operationally as an alternative to the stairs, however, the Town Council does not accept responsibility should this not be the case.

The hirer shall be deemed to have accepted all the conditions of hire on receipt of the booking conditions.

Terms and Conditions: Public Hall Booking Conditions need to be signed and returned to the Clerk before bookings can be confirmed.

**Signed:**

**Print Name:**

**Organisation:**

**Date:**

# Important – Fire Action Plan

Below is the Appleby Public Hall Fire Action Plan

Please note:

The Assembly Point in the event of fire evacuation is: **Outside the Moot Hall, Boroughgate**

In the event that disabled people are unable to exit the Supper Room immediately upon the sounding of the Fire Alarm by way of the signed exits; Two Temporary Waiting Places are available upstairs which are half-hour safe on proper use of the fire doors:

- Foyer in front of the upstairs bar
- Landing leading from rear Supper Room stairs

