

BELLINGHAM TOWN HALL HIRE AGREEMENT TERMS AND CONDITIONS



Northumberland
NE48 2AA

On confirmation of your booking details, all volunteers and hire users of the Bellingham Town Hall will be made aware through this Hire Agreement Contract of the precautions they need to take in the interest of public Health and Safety. All Bellingham Town Hall Committee members, staff, volunteers and hire users of the Bellingham Town Hall have a duty to safeguard vulnerable users of the hall and its premises and those who may meet vulnerable users.

The **Maximum Capacity** of the hall is **228 people**,

Data protection law

Please be aware that by completing all bookings/forms you are giving permission for us to hold your contact details for as long as required. This is in line with the new data protection law.

ALL VOLUNTEERS AND HIRE USERS

- Must give public awareness of the location of fire exits.
 1. **FIRE EXIT IS LOCATED BEHIND STAGE DOORS** and you push the handle bars downwards to release the doors open.
 2. **FIRE EXIT IS IN THE MAIN HALL - DOUBLE DOOR ENTRY/EXIT.** Push door handles down to release the doors open.
 3. **FIRE EXIT THROUGH THE FOYER ENTRY/EXIT DOOR**
 4. **FIRE EXIT DOWNSTAIRS IS LOCATED THROUGH THE KITCHEN** at the back of the building.
- Must keep steps and ramps clear of obstacles at all times.
- At least two organisers should stay until the finish of the event ensuring the hall is left clean and tidy.
- Ensure all **lights are off**; the building is securely locked after their event and all keys returned to Town Hall key holder.
- Should ensure the **immersion heaters** are switched off after use. One is located behind the bar upstairs; the other is located downstairs above the fridge freezer in the kitchen.
- Should ensure the cooling fridge under the bar counter is switched off after use and a door slightly open to air. Likewise, for the kitchen fridge freezer.
- **Cookers** – Instruction for use are on the wall behind the cookers in the kitchen.
- **Microwave** – Instruction manual should be in the kitchen drawer or on top of microwave.
- Should provide own rubber gloves and ensure there is plenty ventilation when cleaning or using chemicals.
- Should ensure when using the urn that no potential scalding can occur. Make sure it is safely situated and not filled over the max level recommended. Be aware that the sides of the urn will get hot when in use.
- Should put tables and chairs and other items back where they find them.
 1. **TABLES** are in the cupboards in front & under the stage on designated trolleys.
 2. **CHAIRS** line along either side of the hall, do not stack more than three chairs high.
 3. **CROCKERY & CUTLERY** are in the cupboards in the foyer upstairs and in the community room store cupboard downstairs.
 4. **DUSTPAN & BRUSH** are in the cupboard in the main hall on the left of the double doors.
- Ensure **ALL RUBBISH** after your event is put into the Town Hall bins located outside the kitchen door at the rear of the building.
- Please follow the instructions given to set up/shut down the **PA System** on the stage. **Induction Loop system** is in the same area on the stage.
- Any **faulty equipment** must be notified to one of the contacts noted on the notice board.
- Any **damage to furnishings or fittings** of the hall, you are liable for the cost of repair/replacements
- Need to obtain their **own TENS licence** if selling alcohol during their event and notify the Committee.
- Are made aware of their obligations under the Licensing Act 2003, to **ensure that alcohol is not sold to those under the age of 18**, and are aware that no children may be admitted to films when they are below the age classification for the film on show. No entertainment of an adult or sexual nature shall be permitted on the premises.
- Endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.

Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required should have their own registration and their own Child Protection Policy.

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The following exclusions are not covered by the Bellingham Town Hall Insurance:

Abseiling
Aerial activities of any kind
American football or Australian rules football
Climbing requiring the use of hands as well as feet (other than children's playground equipment)
Fire walking
Firework and/or bonfire events organised or run by any **professional supplier**
Glacier walking or trekking
Gaelic football
Gorge walking and the like

Gymnastics
Horse, pony or donkey riding of any kind
Martial arts or fighting sports of any kind
Parkour or freerunning
Professional sport of any kind
Racing or time trials (other than on foot)
Rugby
Underground activities of any kind including but not limited to caving and potholing
Weightlifting.

Liability arising from any activity that involves the use of:

Airborne lanterns
Bicycles other than for normal road use
Cables or wires
Elastic ropes
Fireworks or explosive items (other than as specifically covered under **your activities**)
Land, kite or fly boards of any kind
Land, sand or ice yachts of any kind
Motorised fairground rides
Roller blades

Sandboard
Skates
Skateboards
Skis
Sleds
Snowboards
Snow tubes of any kind
Toboggans
Water based play inflatables
Weaponry

Liability arising from any activity that involves the ownership, possession or use by you or on your behalf, or by any person entitled to cover under this section, of any:

Motor car, van lorry, motor unit of an articulated lorry, coach, bus, mini-bus, quad-bike, motorcycle, motor tricycle, motor scooter or moped for which compulsory motor insurance or security is not required.

Special requirements for the Hirers @ Public Liability Extension

Where the stated activity is undertaken by the **hirer**, the **hirer** is required as a condition precedent to **our** liability:

FACE PAINTING AND HENNA TATTOOS

If the **hirer** applies any face paints or henna tattoos, to ensure they are not applied to any person:

- under three years old.
- Who has open cuts or sores on their face
- Who has a cold sore or conjunctivitis or any other known infectious skin condition

And in addition, the **hirer** must:

- Carry out a skin test prior to the application of any face paints or henna tattoos where any person has food allergies or allergic reactions to soaps, skin creams and the like.
- Clean any equipment before each application.
- Only use professional face paints and henna tattoos that comply with current safety legislation or regulations.

USE OF BOUNCY CASTLES, OTHER LAND BASED INFLATABLES OR TRAMPOLINES

- if the **hirer** uses any bouncy castle and /or any other land based inflatables, to ensure that:
 - access and use is controlled by an adult authorised by the **hirer** at all times
 - when used outside a building, it is securely anchored to the ground at each anchor point
 - Each anchor point is signed, or marked to be made easily visible, and wrapped to prevent injury

- Soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable

SPECIAL NOTES RELATING TO BOUNCY CASTLES (not forming part of this policy wording)

Those who use bouncy castles are at an increased risk of injury, particularly children and others who may not be aware of the dangers. Where you provide, or are responsible for, bouncy castles we expect you to take extra care to prevent injuries by making sure measures are put in place that help reduce this risk and our guidelines are:

- To follow the manufacturer's or supplier's safety recommendations
- Requiring children to remove sharp articles like shoes buckles and jewellery
- Not allowing overcrowding, particularly by children (to help prevent knocking into each other)
- Not allowing a mix of large and small children at the same time (to avoid larger children crushing the smaller ones)
- Not allowing us by adults and children at the same time
- Not allowing access to the very youngest children, e.g. under 2 years old.

PICTURES

The Bellingham Town Hall Committee reserves the rights to use pictures taken at any events held in the hall by the committee member or their hired professional photographer. These pictures will be used solely for promotional and fundraising purposes and may also be displayed on our website. If anyone does not wish any photos to be displayed, then it will be removed upon receipt of a written request stating the reasons

All other policies of Bellingham Town Hall can be found in a file on the public notice board in the foyer.

FOR EMERGENCY CONTACT ONLY

Edwin	Tel	01434 220304	Ken	Tel	01434 220361
Joanne	Tel	01434 220326	Brian	Tel	01434 220471