



MALDON TOWN COUNCIL

Town Council Offices

Town Hall, Market Hill

Maldon

Essex CM9 4RL

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Town Clerk: Mrs. Jane Coleman

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HIRING AGREEMENT FOR THE TOWN HALL

MALDON TOWN COUNCIL agrees to permit the Hirer to use the premises designated, for the purpose and period(s) and for the advertised fees

1. Purpose of hiring: Number of people:

2. Period of hire (date/s):

Hours from: to:

3. Rooms required (tick boxes): *there is no charge for the foyer if hiring the main hall.

- a. Main Hall
- b. Conference Room
- c. Foyer*
- d. Kitchen

4. Hire Charges: Total £ p

- a. Main Hall @ £ per hour
- b. Conference Room @ £ per hour
- c. Foyer @ £ per hour
- d. Kitchen @ £ per session
- e. Cleaning charge, if applic. @ £ per session (inc vat)
- f. Equipment hire (see separate list)
- per session (inc vat)

TOTAL

h. Indemnity, if required @ £150 separate cheque

All cheques made payable to MALDON TOWN COUNCIL

Terms: 50% deposit payable with booking form. Balance to be paid 7 days prior to date of hire.

We accept cash/cheque or bacs payments – Sort Code 08 90 04 A/C no. 61003101

(If paying via bacs, please include your invoice number)

5(a). Hirer: Name of hirer

Organisation name and authorised representative

(if applicable) Address

Signed by person as or on behalf of the hirer

.....

Dated:

5(b) Signed on behalf of the Town Council Tel:.....

..... Dated:

In consideration of the hire fee described in clause 4 above, the Town Council agrees to permit the Hirer to use the premises described for the purpose described in clause 1 for the period(s) described in clause 2. The details inserted in clauses 1 to 4 above are terms of this agreement.

It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire set out in the attached Schedule shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Town Council and the Hirer.

A representative of the Town Council has the right to enter the premises at any time.

MALDON TOWN COUNCIL STANDARD CONDITIONS OF HIRE - to be retained by the Hirer

These standard conditions apply to all hirings of the Town Hall. If the Hirer is in any doubt as to the meaning of the following, the Town Clerk should be consulted immediately.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Town Clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

The Hirer agrees with the Town Council to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Licences

If licences are required in respect of any activity in the Town Hall the Hirer should ensure that they hold the relevant licence or the Town Hall holds it.

The Town Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person.

The Town Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated.

Activity	The hall is licensed for	Times for which the activity is licensed
a. The performance of plays	YES	Every day 09:00 -23:00
b. The exhibition of films	YES	Every day 09:00 -23:00
c. Indoor sporting events	NO	
d. Boxing or wrestling entertainment	NO	
e. The performance of live music	YES	Every day 09:00 -23:00
f. The playing of recorded music	YES	Every day 09:00 -23:00
g. The performance of dance	YES	Every day 09:00 -23:00
h. Entertainments similar to those in a, b, e – g	YES	Every day 09:00 -23:00
i. Making music	YES	Every day 09:00 -23:00
j. Dancing	YES	Every day 09:00 -23:00
k. Entertainment similar to those in l – j	YES	Every day 09:00 -23:00
l. The provision of hot food/drink after 11pm	NO	

Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed. In order to hold a licensable activity not covered by the Town Hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the Town Council on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by local voluntary organisations.

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there is no obvious fire hazards on the premises.

6. Means of Escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Town council staff.

8. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and a thermometer.

9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

10. Indemnity

(a) The Hirer shall indemnify and keep indemnified each member of the Town Council and the Council's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

(b) The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 10(a) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Town Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Hall Secretary to rehire the premises to another hirer.

The Town Council is insured against any claims arising out of its **own** negligence.

11. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of Town Council staff **as soon as possible** and complete the relevant section in the Town Council's accident book. Any failure of equipment belonging to the Town Council or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority. The Town Clerk will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

12. Explosives and Flammable Substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

13. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

14. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

15. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Town Council. No animals whatsoever are to enter the kitchen at any time.

16. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Town Council with a copy of their Child Protection Policy on request.

17. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified Town Council members and staff accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

18. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

19. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Town Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Town Council. The Town Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

- (b) the Town Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Town Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Town Council shall be at liberty to make an additional charge.

21. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

22. Stored Equipment

The Town Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Town Council may, at its discretion, in any of the following circumstances, namely-

- (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

23. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Town Clerk. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Town Council remain in the premises at the end of the hiring. It will become the property of the Town Council unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

24. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

I HAVE RECEIVED THE CONDITIONS OF HIRE AND UNDERSTAND THAT THESE FORM PART OF THE CONTRACT OF HIRE WITH THE TOWN COUNCIL FOR THE TOWN HALL FACILITIES.

SIGNED.....

(on behalf of).....

DATE.....

NOTICE TO ALL USERS OF MALDON TOWN HALL

ACTIONS TO BE TAKEN IN THE EVENT OF A FIRE

The hirer, or his/her agent, is responsible for:-

- Keeping records of all people attending the meeting**
- Presenting that record to a fire officer when required**
- Becoming familiar with the nearest appropriate fire exit**
- Ensuring the safe evacuation to the assembly point (St Peters' Church) of all people attending the meeting/class**
- Remaining at the assembly point with those for whom he/she is responsible until a fire officer advises you may leave.**

ACTIONS TO BE TAKEN IN THE EVENT OF A FIRE

No Mobile?

The nearest public telephone box is located opposite the Town Hall
Dial 999, ask for the Fire Brigade, tell them the exact location of the fire (Town Hall, 4 Market Hill Maldon CM9 4RL) – downstairs or upstairs etc

Keep a register

Ask your guests to sign in and out – so you know how many people are in your group. Allocate an able-bodied person to assist each disabled/elderly person.

Fire Alarms are located:-

- Upstairs lobby
- Downstairs – by back door/front door/kitchen corridor/backstage/lower changing room/both ends of upper changing room

In the event of a fire

- Sound alarm
- Vacate the building
- Dial 999
- Assemble outside St Peter's Church

If it is safe to do so

Check toilets, stairwells and the lift. In the event of a fire **DO NOT USE THE LIFT**. Remember to do a head count.

Fire Exits

- Front Door
- Back Door
- Kitchen Corridor
- Backstage Rear Door (lower changing room)

I have read and understood the Fire Action Instructions

SignedName

PositionDate.....