

STALBRIDGE HALL MANAGEMENT COMMITTEE

Reg. Charity No 301177

TO ALL HIRERS

IN CASE OF FIRE EVACUATE THE HALL AND GO TO ASSEMBLY POINT IN CAR PARK - PHONE THE EMERGENCY SERVICES

After an emergency or false alarm-reset fire control unit in the broom cupboard by pressing reset button and entering 3112.
Important **Always check the whole building including the cellar and kitchen which are fitted with smoke/heat detectors.**

BOOKING TIMES

All day bookings commence at 9am

Afternoon bookings commence at 1.30pm – end 5.30pm

Morning booking commence at 9am – end at 1pm

Evening booking commence at 6pm – end at 10pm

HEATING CONTROLS

Main hall – Manual switch – right hand side of stage

Community hall – Manual switch – on left just inside passage doors

Switches to activate the extractor fan-on the right-hand wall of the stage.

Background lights under ceiling grills-switches on the right-hand wall of the stage.

Lights for passage and toilets- switches at entrance to broom cupboard.

Please remember to switch off all services before leaving the hall, it is most important to switch off the water heaters as hot water could scald a small child.

KITCHEN

The cooker is both electric and gas-please check all burners are turn off.

The First aid kit is kept in the cupboard behind the kitchen inner door and a fire blanket is hung on the kitchen wall.

If any of these facilities are used please notify the booking agent so they may be replenished.

Crockery and cutlery are available for general use – Please ask for list of quantities.

ENTERTAINMENT LICENCE

ALL MUSIC MUST CEASE IN LINE WITH THE CONDITIONS OF THE ENTERTAINMENT/COMMUNITY PREMISES LICENCE. FAILURE TO COMPLY MAY RESULT IN THE LOSS OF THE RETURNABLE DEPOSIT.

A FULL COPY OF THE PREMISES LICENCE NO.PL0149 IS AVAILABLE ON REQUEST.

CONDITIONS OF ENTERTAINMENT/COMMUNITY PREMISES LICENCE

Hours for sale of ALCOHOL for consumption ON the premises only.

Mondays to Thursdays 7pm to 12.30pm

Fridays 7pm to 1am

Saturdays 2pm to Midnight

Sundays 2pm to Midnight

Christmas Eve 7pm to 1am

New Year's Eve 7pm to 1.30

Due to complaints reference noise nuisance, it would be appreciated if the noise from amplified music could be kept at an acceptable level and fireworks are not permitted at any time on the hall premises and surrounding area.

HEARING LOOP – this is available in the main hall.

WI-FI – this is available throughout the whole building, password supplied on the notice boards.

RETURNABLE DEPOSIT

Some functions require an extra returnable deposit. This deposit will be variable up to a maximum of £100, returnable within 14 days providing the hall is left undamaged and in good order.

USEFUL NUMBERS

Booking Agent – Williams Florists (Helen Brown) 01963 362355

Caretaker –

Stalbridge Hall – 01963 362641

Secretary – Colin Rhymes 01963 363702

Stalbridge Hall – Conditions of Hire – Reg. Charity No 3011774 (Rev. 6th February 2020)

1. No bookings can be accepted from anyone under the age of 21 years without the signed consent of a parent or guardian who will be responsible for observing the following rules.
2. During the period of hire, the hirer is responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage and behaviour of all persons using the premises. The hirer shall not sublet or use unlawfully.
3. **Hirers are responsible for setting out their own equipment including tables and chairs.**
4. Hirers, where music is used as part of the entertainment i.e. dances, discos etc. are responsible for observing the terms of the Public Entertainment/Community Premises Licence which must be strictly adhered to by law. (Copy of the mandatory conditions of the license will be given at the time of booking, a full copy of the licence is situated at the Hall, in the first aid cupboard in the kitchen.)
5. Any damage which has occurred or faults which may be found should be reported when the keys are returned.
6. The hirer will be required to indemnify the Hall Committee for any damaged caused.
7. **In the event of a cancellation the Hall Committee will charge a nominal fee, where the cancellation is less than four weeks before the event, the Hall Committee reserve the right to charge up to the full booking fee.**
8. The hirer is responsible for leaving the premises reasonably clean and tidy, and fully locked and secured.
9. All tables and chairs to be wiped clean and stacked in the store. **(The Hall Committee reserve the right to make a charge if this rule is not adhered to).**
10. The Hall Committee reserve the right to increase the hire charges whenever necessary and the rate charged will be at the rate applicable on the date of the event.
11. Hirers are responsible for ensuring that all taps, lights, and extractor fans are turned off at the end of the hiring.
12. In the event of the Hall being unsuitable for the use for which it has been hired, the Hall Committee shall not be held liable to the hirer for any loss, damage or injury incurred.
13. **Payment, 50% of the hire fee on booking – balance due when collecting the keys or before.**
14. **For many functions, a deposit is to be lodged with the booking agent on collection of the keys. The deposit will be variable to a maximum of £100, returnable within 14 days, providing the Hall is left undamaged and in a reasonable state inside and out, subject to the discretion of the caretaker and Hall Committee.**
15. Hirers are responsible for returning the keys immediately at the end of the hiring.
16. Any hirer passing keys to the next hirer may be held responsible for any damage incurred during the second hiring.
17. If these conditions are not strictly adhered to an additional charge will be made and any future bookings may be refused.
18. Hirers are responsible for providing their own tea towels, hand towels and washing up equipment for use in the kitchen.
19. The Hall Committee shall not be held responsible for any loss or damage of any person using the hall facilities.
20. Any complaints as to the condition of any part of the premises must be made to the booking agent Mrs Helen Brown on 01963 362355, or to the secretary Mr Colin Rhymes on 01963 363702 within one hour of the commencement of the hire.
21. These rules should be kept by the hirer for reference before and during the hire period.
22. **The hirer must provide their own Third-Party Insurance Liability cover.**
23. **All BARS** must be operated from the permanent bar site in the lounge area adjacent to the kitchen.
24. **If alcohol is for sale, you must send a copy of the Personal Licence holders' licence who is operating the bar and a copy of the Temporary Events Notice. Noncompliance will incur forfeiture of the returnable deposit and a subsequent reporting to the local authorities. Our Hall holds a Premise Licence, but you still must obtain a Temporary Events Notice even if you have a Personal Licence holder on the premises to authorise and control the sale of alcohol. A T.E.N. to sell alcohol is obtainable from the Licencing Office at North Dorset District Council for a fee of £23. It is a serious offence to sell alcohol to under 18's.**
25. **Hirers will be responsible for ensuring that no underage drinking occurs both inside and outside of the Hall, the entire premises including the area at the top of the driveway adjacent to Lower Road.**
26. Hirers are respectfully requested to encourage their patrons to leave the premises in an orderly manner and disperse without unnecessary disturbance to the residents living adjacent to the Hall and the local community.
27. **Smoking** – the hirer is responsible to ensure that their patrons comply with the prohibition of smoking in public places.
28. **Fireworks or any naked flames i.e. candles etc. are not permitted at any time on the Hall premises or the surrounding area.**
29. Fire doors and passages must always be kept clear.
30. In the event of any unwanted guests/troublemakers on the premises at parties etc. call **Dorset Police 01202 222 222.**
31. In the event of using a bouncy castle or other inflatable equipment on the Hall premises, the hirer must obtain Public and Product Liability Insurance (this should always be provided by the supplier) and ensure adult supervision.
32. Please do not use Blue-Tac or Sellotape on the walls, and no pins to be used on the fireproof curtains.
33. **Hirers and caterers must remove all excess waste i.e. food/bottles/cans etc. following an event, any waste left on the premises will incur a charge for disposal. (£2 per bag).**
34. **Hirers are responsible for ensuring that the cooker is left clean if used during the hire period.**

Special Conditions for private parties age 18 – 25 years

In addition to the normal hire charges, booking conditions and returnable deposit payable, Stalbridge Hall Committee will also require:

- The event to be organised will be ticket invitation only, maximum guests 225. No admission on the door.
- Hirers will be required to provide a list of all guests.
- The employment of door personnel, a minimum of two, which will need to be booked at the time of hiring the hall. Up to 150 guests require two doormen, over 150 and up to a maximum of 225 will require three doormen. (Note doormen will be engaged for a minimum of 3.5 hours)
- Hirers will be required to supply a named First Aider for their event.
- Declaration to be signed and returned to the booking agent on the Application for Hire form.

These rules are in response to the Police and Licensing Authority. Following a complaint at a previous event involving underage drinking and the stashing of alcohol in the car park.