

# TOWNSEND MEMORIAL HALL



## CONDITIONS OF BOOKING & HIRE

1 LILBOURNE ROAD CLIFTON UPON DUNSMORE  
RUGBY WARWICKSHIRE CV23 0BD  
REGISTERED CHARITY NO 228878

## **1 Information about the hall**

- 1.1 The Townsend Memorial Hall Management committee have Public Liability insurance to cover its liabilities but hirers are recommended to arrange public liability cover for their own events.
- 1.2 The Hall does not have a Premises or Alcohol License:
  - 1.2.1 Alcohol Licence- if the Hirer wishes Alcohol to be sold on the premises as part of their hire then a Temporary Event notice must be given to the appropriate authority having first sought approval from the TMH committee.
  - 1.2.2 Premises Licence – Advice should be sought from the TMH Committee should the hirer propose ‘Entertainment before an audience’, in respect of music, singing, dancing, theatrical production or film shows.
  - 1.2.3 Numbers Permitted – Upstairs – 80 seated  
Downstairs 30 persons per room, seated (60 total)
- 1.3 A **‘NO SMOKING’** Policy operates throughout the Hall
- 1.4 First Aid boxes are located both upstairs and downstairs and a Defibrillator is located on the external wall.
- 1.5 Audio Visual equipment and loop systems are fitted on both floors of the TMH which consists of a remote screen and projector. Projector tables are also available.  
**Hirers must inform the Bookings Officer if the AV equipment is required, at the time of booking.**
- 1.6 A stair lift is available for access to the first floor- Hirers to arrange with caretaker for it to be switched on at time of booking.
- 1.7 Hirer takes full responsibility for the stair lift safe and proper use, with a designated person responsible for its

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use. Any issues shall be reported to the Caretaker at the end of the booking

- 1.8 There is no telephone within the Hall, hirers should ensure they have access to mobile phone/s in case of emergency
- 1.9 There is no on-site parking at the Hall. Hirers are requested to advise all attendees this and ask they park responsibly within the village.

## **2 Hirer's Responsibility**

- 2.1 Ensuring the use of the premises only for the purposes detailed on the official booking form.
- 2.2 Giving due consideration to neighbouring properties, by not causing any disturbance, keeping noise to a minimum, leaving the hall in a courteous manner
- 2.3 Hirer shall be in charge of the premises for the duration of the hire and ensure that all conditions relating to supervision and management are met.
- 2.4 Ensuring that no utility switches/thermostats or heater controls are altered during the period of hire, without prior notification to the Caretaker
- 2.5 Hirers shall ensure that any electrical or mechanical equipment (including extension cables) brought onto the premises is in good and safe working order and carries the appropriate test certificate for each item
- 2.6 Bouncy castles are not permitted for use within the Hall
- 2.7 Ensure that nothing is attached to the walls. Any items that need to be displayed can be placed on the display boards provided or hirers can bring their own

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- 2.8 Exercise due care and attention to the Hall's wooden flooring, by not dragging table, chairs or other items that could damage the floors surface
- 2.9 Ensure that any items of crockery, cutlery, glass and any equipment used is washed and dried up.  
**Note, Hirers-must provide their own tea towels.**
- 2.10 Tables and chairs to be put away unless agreed with caretaker and the hall left clean and tidy.  
All rubbish, including disposable nappies to be bagged up and placed in the re-cycling bins outside the hall.
- 2.11 Remove all items brought on to the premises at the end of the hire, unless an agreement has been made with the caretaker. Any items not removed within 7 days of the hire will automatically revert to the ownership of the TMH management committee and will be disposed of as they see fit.
- 2.12 No animals (Including birds & reptiles), except Guide Dogs, are brought onto the premises without prior written consent of the TMH Management Committee.

### **3 FOOD HYGIENE & KITCHEN USAGE**

- 3.1 Kitchen facilities are available to hirers, but it is essential that various items of fixed equipment are used with great care, these include ovens, induction hob, and dishwashers. The hirer must ensure all users, including outside caterers are aware this at the start of the hire.
- 3.2 Food preparation and service must comply with current food and hygiene regulations.
- 3.3 All items of food shall be removed or disposed of at the end of the hire

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3.4 No animals are allowed into the kitchens under any circumstance

#### **4 FIRE SAFETY**

- 4.1 Hirers should make themselves familiar with fire regulations, equipment and fire exit's, making their users aware of these procedures in the event of a fire, at the commencement of the hire.
- 4.2 Regular users should arrange a Fire Drill at least once a year.
- 4.3 A register of attendee's should be made and taken out of the building in the event of a fire.

#### **5 TEENAGE & CHILDRENS PARTIES**

##### **Additional Conditions**

These conditions are additional to the standard condition of hire;

- 5.1 Hirers of teenage parties (18 years & under) must have a minimum of 3 responsible adults (including the hirer and at least 1 parent/guardian in attendance at all times) Failure to comply will constitute a breach of hire conditions and the hire will be terminated and the function will cease with immediate effect.
- 5.2 The Management Committee reserves the right to request a refundable damage deposit of £100.00 depending on the type of booking.
- 5.3 The hirer of children's parties, being 'the responsible person' shall ensure that activities for children under 8 comply with the provisions of the Children's Act and only fit and proper persons have access to the attending children.

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5.4 Under no circumstances are Drugs, under-age drinking and smoking allowed in and or around the Premises. Any one not adhering to these conditions will be removed from the premises, the function terminated and /or police informed, depending on the circumstances.

### **LEGAL NOTICE**

The use of the Townsend Memorial Hall is entirely at the Hirer's and group member's risk.

The Townsend Memorial Hall Management Committee accepts no liability for any injury, loss, damage or theft of personal equipment / possessions of any hirer or group user, unless negligence of the THM committee can be proved by the person/s sustaining the loss.

### **GDPR STATEMENT**

The Townsend Memorial Hall Committee takes the privacy of all hirers seriously. Any details we are given will be kept securely and will only be used for the administration of the TMH. Any details supplied will not be supplied to third parties of any description, unless we are legally required to do so. If so hirer's will be advised in writing.

### **BOOKING ARRANGEMENTS**

All booking shall be made through the TMH BOOKINGS OFFICER via email - [tmhbookings2@gmail.com](mailto:tmhbookings2@gmail.com)

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- 1 The Hall is available for hire from 0830 am till 1100pm Monday to Saturday. Other times and Sundays by special arrangement through the Management Committee.  
Contact the Bookings Officer to check availability
- 2 Preparation / set up time must be included on the booking form as part of the overall hire time
- 3 Regular users will have bookings charged to their account and invoices sent at the end of each month. Invoices are required be paid within 30 days.
- 4 **We accept payment by BACS payment direct to our bank account, details are –Bank – HSBC Sort Code – 40-39-11 Account Number – 41424718 quoting your invoice number in the reference**
- 5 We also accept cheque and cash payments. Cheques payable to ‘Townsend Hall Management Committee’.
- 6 Non regular /casual users - £10.00 non-refundable booking deposit to be paid at time of Booking. Full booking charge will be invoiced after booking, payable within 30 days.
- 7 Teenage / Children’s parties – Payment due in full at time of booking.
- 8 Amendments to bookings -Any amendments required must be requested a minimum of 48 hours prior to the booking, so as to allow approval – contact the Bookings Officer on [tmhbookings2@gmail.com](mailto:tmhbookings2@gmail.com)
- 9 Cancellations – will be accepted up to 3 days prior to booking. After that the full booking charge becomes payable under the terms and conditions of booking.
- 10 Any over runs of bookings will incur additional charges, based on current hire rates on a pro rata basis, with a minimum charge of 30 minutes being applied.

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Each situation will be reviewed and Hirer advised of any additional charges to be applied

- 11 Any or all damages & breakages caused by the hirer or any one attending their function will be charged to the hirer at replacement cost
- 12 The Bookings Officer in consultation with the TMH Chairperson has the right to refuse any booking.

### **FIRE PROCEDURE**

1. A responsible person should be appointed to take charge in the event of a fire and familiarise themselves with fire exits, location of fire alarms and fire fighting equipment.
2. The appointed person should carry a fully charged mobile phone as there is no phone within the hall.
3. The appointed person shall ensure that all doors, gangways and exits are kept clear at all times

### **IN THE EVENT OF A FIRE**

1. The fire alarm should be activated by breaking the glass
2. Dial 999 immediately and ask for the Fire Brigade clearly specifying the locations address
3. Arrange an orderly evacuation through the appropriate fire evacuation routes – 3 on each floor, to the Assembly point in the Car park adjacent to the church or any other designated point as advised by the Hall management committee and ensure everyone is accounted for and not allowed to re-enter the

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premises until advised safe to do so by the Fire  
Brigade

4. Contact TMH Caretaker and or TMH Chair on the  
following numbers

Jody -TMH Caretaker – 07708 612119

David -TMH Chair - 07971 535885

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