

Alcester Town Hall Booking Information and Terms.

In order to book the Town Hall for your function or group you will need to have read the following information:

I AM THE PERSON RESPONSIBLE FOR THE BOOKING, I AM OVER 21 YEARS OF AGE AND AGREE TO ACCEPT THE CONDITIONS AND CHARGES SET OUT BELOW.

Cheques should be made payable to: Alcester War Memorial Town Hall and sent to:

Treasurer:- Mr. N. Dearling, 30, Seymour Road, Alcester, B49 6LD. Email:- nickdearling@gmail.com

Payment can also be made by Bank Transfer to: HSBC Bank, A/c. 31055755, Sort: 40-43-54.

A booking is not confirmed until this form is returned, the deposit paid and you receive a numbered invoice.

The payment is returnable if cancellation is advised at least 28 days prior to the event taking place.

Please read these conditions carefully as they form your contract for the use of the Town Hall - and retain them for your own information.

Use of Hall

1. A deposit of £50.00 is required at the time of booking. Please send this with the Booking Form to the Treasurer:- Mr. N. Dearling, 30, Seymour Road, Alcester, B49 6LD, Email:- nickdearling@gmail.com. Cheques to be payable to 'Alcester War Memorial Town Hall'
2. Payment of balance is due fourteen working days before date of function. Payments as above.
3. Rectification of damage to fabric, fittings and contents of the Hall and any loss of any item, will be charged to the Hirer.
4. All furniture to be replaced in its original place after each function and all crockery/cutlery used to be washed, dried and put away. (Tea towels are not provided).
5. All articles belonging to the Hirer, including residue of sales and any rubbish must be removed immediately after the function.
6. Notices are not to be exhibited on the doors, windows nor any painted surfaces and no decorations attached to the coat of arms above the fireplace in the upper room.
7. **No naked flames are allowed** as the Hall is mainly of timber construction, and very valuable.

Alcohol & Entertainment Licenses

8. The bar at the Town Hall is franchised to 'The Turk's Head' 4, High Street, Alcester B49 5AD Tel: 01789 765948 and it is they who should be contacted in connection with any required bar facilities.
9. **No Alcohol may be brought into the Town Hall** under any circumstances unless it has been arranged through Carl Buxton, Landlord of the Turks Head. If he agrees, then a 'Temporary Events License' will have to be applied for. The letter of confirmation should be passed to the Treasurer **who will apply for the license** from Stratford District Council.

10. **The Public Entertainment License** for music, etc. EXCLUDES Good Fridays, Christmas Day and between the hours of 01.00 and 10.00 daily and after 23.45 on Saturdays & after 22.30 Sundays.
11. Alcohol sales are only permitted between 10.00 and 23.00, 22.30 on Sundays. A Temporary Events License may be applied for to extend these times; this must be applied for through the Town Hall at the time of booking, and will cost £30.00.

The Hirer is legally responsible for conformance with these Licensing Authority Requirements.

Noise

12. The Hall is in a residential area and Stratford District Council has set noise limits on electronic amplification equipment. An electronic noise limiter is fitted in the Hall to keep amplified noise levels within Council limits. In order to comply with these regulations and to reduce nuisance to the neighbours, **an automatic Noise Limiter becomes operational just after 23.00** and works by cutting power to all sockets, when the noise exceeds the maximum permitted level. This means that the volume of any amplified music may have to be reduced after 23.00. A full description of how the device operates is framed on the wall at the top of the main stairs.

Food

13. **Food Safety Act 1990.** Hirers of the Hall and anyone preparing food and drink are responsible for seeing that the Act and Regulations relating to food hygiene are complied with and that any waste food is removed from the premises and properly disposed of by the Hirer, ***it must not be left outside the Town Hall.***

Emergency Exits

14. All exits to be kept free from obstructions at all times.

Stair Lift

15. Please note; as the Hall is a 400 year old Grade 1 listed building it may be unsuitable for people with mobility difficulties, however, there is a Stair Lift that gives assisted access to the upper floor. If you will require the use of the Stair Lift for your booking then please indicate this on the Booking Form. We will contact you to arrange your familiarisation with the equipment. You will need to appoint a 'Responsible Person' to oversee the use of the equipment during your event.

Alcester War Memorial Town Hall

FIRE INFORMATION FOR THE HIRER

THIS IS A NO SMOKING VENUE

As the hirer you have **legal responsibilities** to the people assisting or attending your event with regards to their safety. The provisions for fire safety are listed below. It is now a legal requirement that either you or a person attending your event be appointed a 'responsible person' to be aware of these and take charge in the event of a fire.

FIRE EXTINGUISHERS – These are clearly identified and are situated as follows:

-) In the main hall
-) upper and lower rooms
-) on the front and rear stairs
-) In the upper and lower kitchens.

They are clearly marked with a brief description of the type of fire they deal with. There are also fire blankets in both of the kitchens.

FIRE ALARM POINTS – These are located at the front and back doors and in the upper and lower main rooms.

FIRE EXITS.

These exits are the main doors, front and rear and there is a further fire exit door in the main hall lower room.

FIRE PROCEDURE

In the event of fire

1. Operate the nearest fire alarm.
2. Leave the building by the nearest exit.
3. Go to the assembly point – By the church wall. Do not stop to collect belongings and do not re-enter the building until instructed by a fire officer that it is safe to do so.

This procedure is posted throughout the hall for the information of those present.

It is your responsibility to see that escape routes are kept clear at your event and that the hall is left in a safe condition.

Please be aware that the hall is a listed building and this, together with the design of the building, prevents us from making special facilities available for disabled people.