



St. George's Hall, Load Street, Bewdley. DY12 2EQ
01299 400110 – www.thehall-bewdley.org.uk – info@thehall-bewdley.org.uk

Room Hire Terms and Conditions

We want you to enjoy your event and therefore it is important that you fully understand what has been agreed. This document sets out the terms and conditions for hiring rooms at the Hall and restrictions of the Licence.

Please read these Terms and Conditions carefully. They are issued on behalf of St George's Hall Bewdley. For the purpose of these conditions the term "Hirer" means an individual Hirer, or where the Hirer is an organisation, the authorised representative signing the Hire booking form. Us/We/St Georges Hall means St George's Hall Bewdley or their agents. "You" means the Hirer. The term "Hall", "building" or "premises" means St George's Hall, Bewdley including the car park and courtyard.

We reserve the right to alter or amend any of these conditions, as circumstances require.

You will be responsible for the provision of all information to users during the hire period to minimize the risk of damage and ensure the safety of any activity for which the premises and equipment are to be used. The Hirers Checklist contains the relevant health and safety policies and instructions for use of the premises and equipment.

The person signing the booking form shall be deemed to be the Hirer and in agreement with the terms and conditions.

The Hall holds a licence for the sale of alcohol and public entertainment, music, singing and dancing.

Bookings and Payment

- All applications for hire must be made by completion of the Booking Form and will not be considered as confirmed until the relevant payment has been made. Applications for Hire will not be allowed from persons under the age of 18, persons with no fixed address or persons resident outside the UK. Proof of name and address will be required at the time of application.
- In specifying the day and times in an enquiry, the Hirer must include an adequate allowance for any set-up and clearing of the room. Any hirers exceeding the stated times will be charged an overtime fee in accordance with the hourly rate for the room.
- The final details of the hire (such as final timings, menus, guest numbers and special requests) need to be confirmed at least 7 working days before the event. In the case of large-scale events the hirer must confirm proposed attendance number at the booking stage. If a lesser number actually attend, no price reduction will be made.
- We reserve the right to cancel any booking, giving whatever notice is reasonable in the event of unforeseen and unavoidable circumstances. In such a case the Hirer will be entitled to a full refund of any payments already made. In the event we cancel a booking, our liability to the Hirer is limited to the total hire charge or deposit paid.
- In the event that the Hirer has misrepresented the intended use of the Hall, the booking will be cancelled without notice, and the relevant cancellation charges will apply.
- We maintain the right to terminate continued block booking by giving three months notice.
- Where we consider stewards are necessary, the Hirer will be responsible for the cost incurred.
- We reserve the right to request an additional deposit against potential damage. This will be returned after the event if there is no damage.
- The booking will be confirmed when the completed Booking Form, including agreement to the terms and conditions is returned, together with the full hire fee.



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- Cancellations will be subject to the following charges
 - More than 90 days notice £10 administration fee
 - Between 60 and 90 days notice 25% of the booking fee plus a £10 administration fee
 - Between 30 and 60 days notice 50% of the booking fee plus £10 administration fee
 - Between 10 and 30 days notice 75% of the booking fee plus a £10 administration fee
 - Less than 10 days notice 100% of the booking fee plus a £10 administration charge

Refreshments and Catering

- For the sale and consumption of alcohol, we follow Challenge 25 procedure. Anyone who appears to be under the age of 25 years will be asked for ID for the purchase and consumption of alcohol. We only accept passports and driving licences and approved PASS scheme ID cards as proof of age. Anyone who purchases alcohol for someone under 18 years of age or anyone found to be drinking alcohol who is under 18 years of age will be ejected immediately. Anyone who brings in alcohol for consumption on the premises will also be ejected and the alcohol confiscated and disposed of unless previous arrangements have been made in writing.
- Bookings are accepted on the basis that we will provide all liquid refreshments using our café bar facilities. Liquid refreshments and alcohol should not be brought into the building unless specific arrangements in writing have been made. The sale of alcohol by the Hirer is prohibited unless agreed by us.
- The on site café bar is not available for use by the Hirer or outside caterers. Outside caterers may be provided space elsewhere in our premises. We can provide café/bar facilities if required.
- All charges regarding catering, alcohol and any other services are in addition to the booking fee.
- Any breakages of catering equipment or utilities will be the responsibility of the Hirer.

Use of premises

- We reserve the right to decide which uses and activities are suitable for the building.
- The Hirer shall not use the premises for any other purpose other than that described in the Booking Form. The Hirer shall not sub-let the premises. The Hirer will not allow the premises to be used for any unlawful purpose or in any way do or bring anything on to the premises, which will endanger the premises or invalidate any insurance policies or licences.
- The Hirer shall ensure that nothing is done within the boundaries of the Hall in contravention of laws relating to gaming, betting and lotteries, and illegal substances.

The Hirer will comply with all conditions and regulations in respect of the premises by the Fire Authority, Local Authority, Police Authority or otherwise, including those regulations in connection with any event which include public dancing, music or public entertainment. Copies of the relevant legislation are available on request.

- The building is not available for birthday parties and similar celebrations for persons between the ages of 14 and 25.
- The Hirer shall, during the period of hire, be responsible for protecting the premises and grounds, including the fabric and contents of the building, from damage and loss.



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- The Hirer shall be responsible for the behaviour of all persons, in whatever capacity, using the premises during the period of hire.
- The Hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the premises, and will ensure that any person asked to leave does so.
- The responsibility of the Hirer extends to the proper supervision of the car park, avoiding obstruction of the public car park and all of the exits from the Hall, and ensuring that no nuisance is caused to residents of nearby premises. No parking is permitted on the grounds of the hall unless authorised. Parking is available close by in Load Street and Dog Lane public car parks
- Any damage, defacement or misuse of the building will result in charges being passed on to the Hirer. The Hirer shall be held responsible for any damage or defacement to equipment, the premises and surrounding grounds during the hire period. Any returnable deposit required will be returned within 14 days, less any deductions for cleaning, breakages or damage, after inspection of the Hall following the event. Should damage, replacement or repair exceed the deposit then the Hirer will be invoiced for the outstanding amount.
- Hirers are requested to remove any rubbish generated during use of the hall. We reserve the right to charge for rubbish not removed on the premises.
- Music and noise from any sort of entertainment are to be kept to a level such that there is no unreasonable noise nuisance to nearby residents. Consideration must be given to immediate neighbours, particularly on departure in the evening, by keeping noise levels to a minimum.
- The Hirer will arrange access arrangements at the time of confirming the hire. Access to the building will be given between the timings stated in the event booking form. The event must end and the room be cleared no later than the finish time as stated in the booking form.
- As the premises may be leased as an empty and unsupervised facility, the fire safety responsibilities of those hiring the building and therefore in charge of the activities conducted within the building will be described in the Hirers Checklist.
- Due to the flexible nature of St George's Hall and its programme of events, behaviour in all rooms must respect the needs of other users. Certain areas may be inaccessible at certain times.
- St George's Hall is a non-smoking building. Smoking/vaping is prohibited throughout the building including the car park and courtyard.
- All portable electrical appliances brought onto the premises by the Hirer or their contractors must be PAT tested and available for inspection by us. Hirers are responsible for ensuring that there are no trailing wires or objects left out which might cause a trip/fall hazard. Smoke/haze machines are not permitted.
- All Hirers holding fundraising events are required to provide a letter from the registered charity or organisation to confirm the event is being held on their behalf.
- The named Hirer shall be in attendance at all times during the hiring and until the Hall is cleared and locked unless agreed in writing by us. Children and young people must be supervised at all times. We reserve the right to enter the hall at any time and take whatever action we deem necessary in order to safeguard the hall, its contents and occupants.
- There is no telephone in the Hall. The Hirer must be in possession of a fully charged mobile phone should an emergency occur. The Hirers Checklist has details of emergency contacts.



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- Hirers are responsible for making themselves familiar with the Fire Regulations and location of fire extinguishing equipment as detailed in the Hirers 'Fire Emergency and Evacuation Procedures' checklist. The Hirer will be responsible for ensuring that the maximum number of people inside the building does not exceed 270 at any one time.
- No screws, nails, hooks, drawing pins, sellotape, sticky labels may be fixed to furnishings or surfaces of the building for the means of decoration or other purposes. Where decorations are necessary prior approval must be sought from us. No candles or naked flames are allowed or anything that could potentially cause a fire hazard.
- Hirers are responsible for ensuring that all fire doors/escapes are kept free from clutter during their event and for ensuring that all thoroughfares are clear of trip/fall hazards.
- No chairs, tables, electrical equipment, crockery or other equipment shall be removed from the premises.
- At the end of the hire the Hall should be left in a clean and tidy condition with all contents and furniture replaced in their designated storage areas. The Hall should be locked and secured by the Hirer if required by us. Failure to do so may result in an extra charge being made.

Emergency Evacuation: lift operation and use of emergency evacuation chairs:

It should be noted by all event organisers that in the event of a fire alarm the lift will automatically return to the ground floor and open its doors. It will NOT be available for evacuation of persons who cannot use the stairs unaided. We have provided two evacuation chairs, located in the main stairwell at first floor and in the lobby at the end of the main hall, above the fire escape leading to the courtyard. If your event is attended by anyone who would not be able to use the stairs in the event that the lift is unavailable (for any reason) you MUST ensure that there is someone available who is able to use the emergency evacuation chair(s) competently.

Liability and Insurance

- We are covered for Public Liability
- Outside contractors (for example audio visual hire companies, bands, DJs, outside caterers) organised by the Hirer must have their own Public Liability Insurance cover up to £5million and written confirmation should be provided prior to the event taking place.
- Hirers are responsible for obtaining insurance for their own activities.
- We shall not be liable whether in negligence or otherwise for any loss of or damage to personal belongings of people using the premises.

Comments and suggestions:

An event feedback form will be made available at the time of booking which should be completed at the end of the hire.

Our objective is to ensure you are pleased with the facilities we offer. Unfortunately, problems and misunderstandings do sometimes arise. If you are unhappy at any time with our facilities, please raise your concerns with us as soon as possible.

St George's Hall Bewdley

I confirm that I have read the above Terms and Conditions and the Fire Emergency and Evacuation Procedure (below) and I am fully aware of my responsibilities as hirer of the venue.

Signed by **Dated**

Full Name

St George's Hall Bewdley is a Company Limited by Guarantee
Registered in England No. 7308516
Registered Charity No. 1136845



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Fire & Emergency Evacuation Procedure.

Prior to their event all Hall Users/Hirers MUST:-

1. Ensure that every person signs in/out of the event or appoint fire wardens/stewards to check that everybody has left [including WCs on your floor] in the event of an emergency evacuation (and also after your event has finished).
2. Appoint somebody to call the fire brigade/emergency services in the event of fire/emergency and ensure that they have adequate means of communication (if by mobile phone that it has a good signal).
3. Appoint someone to undertake a roll call/check to ensure all are accounted for after evacuation.

Action to be taken by any person discovering a Fire

On discovery of a fire, the person making that discovery must immediately operate the nearest break-glass fire alarm actuation point.

Summoning the Fire Brigade and other Emergency Services

The appointed person must immediately call the Fire Brigade by dialling 999 or 112.

On hearing the fire alarm

All persons must leave the building by the nearest available exit and proceed to the assembly point. Do not stop to collect belongings.

If Fire Wardens/Stewards are used:

The Fire Wardens will sweep the area and check the toilets to ensure that everybody has left.

If a signing in procedure is used:

The appointed person will proceed to the assembly point and take a roll call using the signing in sheet.

The Assembly Point is in the lower part of Load Street (short stay) Car Park (accessed directly opposite the main entrance of St. George's Hall Café) – everyone should assemble here so that they can be accounted for. If anyone leaves the building by either of the two fire escapes at the back of the hall they should then make their way round to the assembly point if deemed safe to do so.

Do not re-enter the building. If persons are known to be missing inform the officer in charge of the Fire Brigade on their arrival.

Fire Alarm Zones

Fire alarm zones are indicated by the panel by the main ground floor entrance which will light up to show which zone has been actuated and this may be referenced to the plan which is on the wall adjacent to the panel which shows the zones in different colours. You may need to direct the fire brigade to this panel.