



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life



**Chippenham
Museum**
Chippenham Town Council

Terms and Conditions of Venue Hire

Hire Agreement

All applications for hiring of our venue must be confirmed in writing by completing a booking form obtainable from Chippenham Museum.

Bookings are not confirmed until the completed form has been returned with the appropriate deposit.

Community bookings are not validated until full payment has been received.

The person signing the application form is deemed to be the hirer and must be over 18 years of age.

Access to the hired room will not be permitted until the hire start time.

Charges and Cancellations

The Museum Manager reserves the right to waive charges for community groups, voluntary organisations and non-profit making groups and individuals whose ethos and aims fit into the strategic planning and stated aims of the museum service.

A deposit of 50% is due to confirm your booking, with the balance paid immediately on receipt of an invoice or a minimum of 28 days prior to the date of hire. Hirers may not sub-let the premises.

Cancellations must be in writing. If a cancellation is made by the hirer the following charges will apply.

Time before the event:

- | | |
|----------------------------------|-------------|
| • Over 3 calendar months | No charge |
| • From 3 clear months to 28 days | 50% charge |
| • 14 to 27 clear days' notice | 75% charge |
| • Under 14 clear days' notice | 100% charge |

The Town Council reserves the right to cancel any bookings in the event of the building being required for any extraordinary emergency Council purposes. The Council will refund any charges already paid by the hirer but will not be liable for the payment of any compensation.

Indemnity and Insurance

Event organisers hire the hall at their own risk. The Council and its officers are not responsible for goods, materials or clothing brought into or left in the building, these



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life



**Chippenham
Museum**
Chippenham Town Council

remain the responsibility of the hirer at all times. Any lost property should be handed to the Museum Manager or representative.

The Council and its officers are not liable for any loss due to mechanical breakdown, failure in electricity supply, repair works, leakage of water, or 'force majeure' which may cause the premises to be closed.

The hirer indemnifies the Council and its employees against all claims, demands, actions or proceedings arising from or in any way connected with the hiring. This includes any claims relating to goods and clothing or the death or injury of any person.

Commercial hirers must provide evidence of public liability cover to a limit of £5 million with the completed hire form.

Catering

Prohibited Sales of Food and Drinks in the Yelde Hall

Hirers are not allowed to sell any form of food or drink during their booking.

Licensing Act 2003

Any changes to these Terms and Conditions relevant to the Licensing Act 2003 will be upon the approval of the Licensing Authority at Wiltshire Council.

Advertisement of Functions

The Town Council adheres to the strict rules set out by Wiltshire Council. Advertising of events taking place in the Yelde Hall or Museum by fly posting, or any other indiscriminate advertising is illegal. The Town Council reserves the right to cancel any event or function if advertising of this nature is found to be used to promote it. Advertisement boards placed in the Borough Parade are also not allowed and such practices are strictly prohibited.

Damage to Council Property

The venue should be left as it is found on entry. The hirer must repay on demand the cost of restoring any part of the premises which is damaged, stolen or removed in relation to their hiring. The cost will be certified by the Town Council whose findings are conclusive.

An additional charge of £50 will be made if the hall is not left in good order.

Bookings may require a bond of up to £250. A bond will automatically be requested for all hires expecting more than 150 guests or for events allowing people to freely come in and out, for example festivals, fairs and markets.



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life



**Chippenham
Museum**
Chippenham Town Council

Maximum Numbers

Overcrowding shall not be permitted the maximum numbers allowed in each space are as follows:

Yelde Hall: 60 Standing or Theatre Style, 50 max seated (round tables).

Education Room: 30

Special Conditions

All lettings are subject to the following conditions:

1. No alterations or additions should be made to any fixtures and fittings, lighting and heating without the authority of the Museum Manager.
2. All passages, stairways and exits should be kept free from obstruction at all times.
3. No smoking or vaping is allowed inside the premises. Hirers are requested to leave the vicinity of the building to smoke.
4. No blue tack, sticky tape, bolts, screws, nails or tacks should be driven into or attached to any part of the premises. Tables, furniture, panels and walls must not be defaced in any way. No posters or materials should be affixed to any part of the premises. All fixings for exhibitions should be agreed with the Museum Manager/Collections and Exhibitions Officer before installation begins.
5. The releasing of Chinese lanterns and helium balloons from Town Council venues is strictly prohibited and all balloons must be properly disposed of.
6. No wax or powder should be placed on the floor or stage without the permission of the Museum Manager.
7. No naked flames, inflammable or explosive articles, oil, gas or electric appliances and anything producing an offensive smell will be allowed in the building without the previous consent of the Museum Manager. This includes smoke and haze machines.
8. The hirer is responsible for the removal of all refuse, packaging and waste paper brought onto the premises, immediately following the end of the function. The rooms must be left in a clean and tidy condition.
9. The hirer is responsible for the maintenance of good order and behaviour during the hiring. Excessive noise is not permitted and the hirer will need to ensure that noise is kept under control.



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life



**Chippenham
Museum**
Chippenham Town Council

10. At the discretion of the Museum Manager or representative, the hirer may be required to fund the attendance of SIA registered door staff.
11. The hirer agrees to follow good practice procedures in relation to Safeguarding of children, young people and vulnerable adults.
12. Chippenham Town Council does not support the releasing of fireworks from any open space or building which it owns or manages. This is with the exception of organised displays which have been previously agreed by the Town Council.
13. Chippenham Town Council has declared a Climate and Ecological emergency and is committed to becoming a net zero carbon organization by 2030. As part of this we ask our Hirers to consider the environmental impacts of their events. In particular we request Hirers to reduce and if possible, eliminate single use plastic and waste.

Other actions Hirers are encouraged to take include the use of low energy LED lighting, solar powered or biodiesel generators, design display materials (signs, stands, banners, lanyards) without dates so that they can be reused, source products from local suppliers and include public transport information to the event in your promotional material.

Other Conditions of Hire

The Museum Manager or other designated officers have the authority to exclude or evict any person who they feel would be a liability to the Yelde Hall, whether or not they are in possession of an official ticket or invitation.

The Museum Manager or representative may enforce the proviso that there is no admission to a function after 9.30pm.

The Museum Manager or representative are authorised to action with the Police or SIA registered door staff to stop any function if it is deemed to be inadequately controlled or operated unlawfully.

The Council's decision as to the interpretation of these conditions is final and conclusive. All bookings are accepted at the discretion of the Town Council whose decision is final.

Signed.....

Date...../...../.....

All hirers are required to sign a copy of these Terms & Conditions and are deemed to have accepted them in full by their signature.

Terms approved by Council on 09.01.19



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life



**Chippenham
Museum**
Chippenham Town Council

YELDE HALL -EMERGENCY PROCEDURES FOR FIRE

At all times when a function is in progress, there shall be an adequate number of attendants on duty to assist person/entering and leaving the premises. The number of attendants shall be:

- a. Where the number of persons present on any floor exceeds 50, there shall be a least 2 attendants
- b. At entertainment or exhibitions organised wholly or mainly for children under the age of 16, there must be at least
 - (i) One attendant for every 50 children
 - (ii) In any case the number of attendants on any floor where children are admitted shall not be less than the number of exits for use by the public in leaving the floor.

Overcrowding shall not be permitted the maximum numbers allowed in each Hall are as follows:

Yelde Hall:

60 Standing or Theatre Style, 50 max seated (round tables). Hirers responsibility to ensure that all attendees of their function are safely out of the building. Please make sure that your party is aware of the procedures in place and keep in in the following points:

Guidance Notes

DO'S

Switch off all electrical appliances and any lights.

Close all doors and windows.

Check your own area is clear and that colleagues have heard the alarm, without at any time putting yourself at risk.

DON'TS

Do not delay raising the alarm by attempting to tackle the fire yourself

Do not run.

Do not stop to collect personal belongings, except items already to hand, such as a handbag, wallet or car keys.

Do not reenter the building until told by a Fire Officer or other responsible person that it is safe to do so

Do not leave anything obstructing access to any alarm point, escape route or extinguisher.



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life



**Chippenham
Museum**
Chippenham Town Council

FIRE EVACUATION PROCEDURE TO BE READ OUT BY HIRERS

In the event of the Fire Alarm sounding, which will be a loud continuous ring, your Steward/s will open the emergency fire exit door/s. Would you please evacuate via these doors as quickly as possible and make your way out of the building to the Fire Assembly Point, which is in the car park in front of the War memorial. If you have any walking difficulties or need assistance, please raise your hand now so that your nearest Steward will know who you are and will be able to assist you should the need arise. Once you are outside the Yelde Hall, please remain there until The Fire Warden announces that it is safe to return to the Hall. Under no circumstances reenter the building, until the Fire Warden has told you it is safe to do so.