

The Memorial Hall Newton Tony & Recreation Ground
(A Registered Charity No 268998)

TERMS & CONDITIONS OF HIRE

PART ONE - INDOOR EVENTS

Accommodation and Facilities

Dimensions (approx)

Main Hall	44'6" x 20'
Committee Room (Brian Miles Room)*	23' x 12'
Kitchen	13' x 11'6"
Servery/Refreshment Area	25' x 13'6"
Stage (variable in 1metre sections)	26 sq metres

* **Note** The Committee Room is primarily used as a Pre School and can only be used in a very limited capacity e.g as a cloakroom.

Maximum Permitted Numbers

Seated Audience	100
Standing Audience	120
Dancing (Clear Floor)	120
Functions with tables/chairs	78

Kitchen

The equipment includes a domestic size cooker with double oven, a microwave oven, refrigerator and a small freezer. There is a double sink with electric water heater, work stop space and a serving hatch to the Main Hall. There are approx 60 place settings of dinner plates, side/dessert plates and cutlery. There is also a side entrance to the kitchen from outside.

Servery/Refreshment Area

This is located at the rear of the Main Hall and is equipped with a large water heating urn, 3 electric kettles, a dish washer and approximately 100 cups and saucers. There is a large serving counter and sink unit with water heater. Ladies and Gentlemen's toilets are adjacent to this area and double doors with a ramp for the disabled leads out onto a patio area and to the recreation ground.

Car Parking

There is car parking for about 24 cars, further parking is possible on the edge of the recreation ground but permission for this must be sought from the Committee and will only be given if the ground is dry and unlikely to suffer damage.

Hire Charges

0800 to 1800 hrs £4-50 per hour

1800 hrs onward £7.00 per hour

Saturday only between 1800 hrs and 2359 hrs £40 for the evenings hire

When the hall is hired, tables and green plastic chairs may be used outside but only **within** the boundary of the Recreation Ground. Please note that the metal framed re-upholstered chairs may be used outside with prior permission but only on the patio.

The normal hire charge includes the use of all crockery, glasses, cutlery, urns, kettles, kitchen and servery equipment and appliances.

The Hall Committee reserves the right to give discretionary rates for events which encompass more than one day or are judged to be worthy of special consideration.

Hire of items away from the Hall (the same rate applies to members and non members)

Small Tables	60 p per day
Trestle Tables	£1 per day
Chairs Green plastic	40p per day
Chairs Red Cloth	50p per day
Large Urn and Cups	£10 per day

Exclusive use of the Recreation Ground

Although the recreation ground is for the enjoyment of all residents of Newton Tony, it has to be maintained and controlled with sense and sensitivity. When **exclusive** use of the ground is required, e.g. for a football match, or for an event connected with the hire of the hall, application must be made to the Management Committee.

Commercial Hirings

Applications to hire the hall received directly from commercial organisations or through village organisations will be referred to the next Management Committee meeting for consideration.

Lighting and Heating

Lighting is NOT payable through the meters, an element is included in the hire charge for this.

Power (sockets), heating (ceiling and wall heaters) and the cooker are all paid for through £1 coin meters located in the Brian Miles Room.

No other lighting or heating equipment may be brought into the hall and used without the express permission of the Hall Committee.

Decoration of the Hall

No decorative material may be placed in the Hall without the consent of the Management Committee. Such consent is normally given only for flowers, shrubs and other similar items which do not require fixing by hooks etc. The use of nails, screws, hooks, sell tape, gummed strips or similar methods for fixing decorations to any part of the Hall is absolutely forbidden. A number of hooks are positioned around the Main Hall to facilitate the hanging of decorations.

PART TWO - OUTDOOR EVENTS

Outdoor Events have the potential to disturb residents in nearby dwellings and it is essential that such events are sensibly and sensitively organised and conducted in a proper and safe manner. For these reasons, the Hirer will be required to provide the Hall Management Committee with the name of a person who will be responsible for the events proper conduct. This named person will be briefed on site by the Booking Clerk or another member of the Management Committee well prior to the event taking place and will also be given a copy of Salisbury District Council's Licensing Objectives for compliance. All such events will be randomly checked by a member of the Management Committee.

The Premises Licence held by the Management Committee is issued under the Licensing Act and any infringement, e.g. excessive noise resulting in complaints from residents, the sale of alcohol to under age persons, rowdy and unacceptable behaviour or the event continuing beyond the time limit may result in it being withdrawn or amended to the detriment of

the whole community and viability of the Hall and Recreation Ground.

When an OUTSIDE EVENT either in conjunction with an event within the Hall or as a “stand alone” event is applied for, the Booking Clerk may if it is considered necessary refer the application to the Management Committee for a decision.

CONDITIONS FOR THE HIRE OF THE HALL AND OR ANY PART OF THE RECREATION GROUND OR PATIO

The times during which certain activities may take place within the Hall or on the Patio or Recreation Ground are specified in the Premises License - a copy of those timings are shown at Appendix “A”.

Applications

- a. All applications for the use of the Hall must be made through the Booking Clerk on the form provided.
- b. Applicants must be 18 years of age or over.
- c. Payment should be made only to the Booking Clerk and cheques and postal orders should be made payable to “Newton Tony Memorial Hall”.
- d. The Management Committee reserves the right to
 - (1) refuse any booking without giving any reason(s)
 - (2) to attach additional conditions to any particular hiring.
- e. Events involving physical activities.
 - (i) Where the leader or instructor is running the event or class for profit, however slight, he or she must have public liability insurance cover. Evidence of this will need to be produced to the Booking Secretary.
 - (ii) Where the leader or instructor is running the event or class purely on a non profit basis then he or she will be covered by the Memorial Halls own public liability insurance.

In either case, the application form must be clearly completed to show the exact status of the event, e.g. “Profit making” or “Non profit making”.

Cancellation of Bookings

If the hirer cancels the booking:

- a. More than 21 days before the letting is due to take place, the sum of £5 will be payable to cover administration costs.
- b. Less than 21 days but more than 7 days before the letting is due to take place, the hirer will be required to pay one half of the total charges payable in respect of the booking, or the total charges where these do not exceed £20.
- c. Less than 7 days before the event, the whole fee is payable.

The Management Committee will consider waiving the above charges or reducing them if they consider the circumstances necessitating the cancellation merit such action and no other potential hirer for the same date(s) has been turned away.

Loss, Damage, etc

- a. Hirers of the Hall shall take all reasonable precautions to ensure the safety, security and protection of the contents and fabric of the Hall, sports equipment on the Recreation Ground and persons during the event.
- b. The hirer or organisation using the Hall are covered by a Public Liability insurance effected by the Management Committee.
- c. Nothing must be done or permitted to be done as to cause a nuisance or annoyance to the occupiers of properties in the vicinity of the Hall.
- d. The hirer undertakes, by signing the application form, to indemnify the Management Committee against damage to, or loss of, any property or things whatsoever placed or left upon the premises by the hirer, or by any persons attending the premises during the period of the hiring

Public Performances

- a. The Hall and Recreation Ground are licensed by Salisbury District Council for specific activities and functions with time constraints, these are shown at Appendix "A".
- b. Hirers are advised that are responsible for obtaining the right to have works performed or produced and the Hall Management Committee will bear no responsibility for any costs incurred should the Hirer fail to do so.
- c. Whenever the function includes the public performance of any copyright work, the hirer will, on request, submit a complete list of the works to be performed, to the Management Committee.

Licensing

The hirer is responsible for obtaining a Temporary Event Notice from Salisbury District Council when the sale of alcohol at the function is required.

Hirers should note that a Temporary Event Notice to sell alcohol **is** required unless the alcohol is being given away completely free and no charge through admission ticket or by "donation" or by any other means is being made.

The Licensing Law is very strict and if you have any doubts at all you should contact the Booking Clerk who may refer you to the Licensing Team at Salisbury District Council if you are still unsure of the requirement.

Safety

- a. No petroleum, petrol or similar spirit, pyrotechnics or explosive devices whatsoever shall be brought into the Hall. Any equipment of whatever nature which the Hirer provides and uses outside on the Patio or Recreation Ground must be in safe working order and properly controlled.
- b. The exits and emergency doors are to be kept free and unobstructed. All fire extinguishers must be kept free of obstruction and readily accessible at all times.
- c. In line with legislation introduced from July 1st 2007, it is against the law to Smoke in these premises.
- d. At all events where there are seated or standing audiences, the organiser **must**, at the beginning of the event, inform the audience of the location of the fire exits and instruct them, that in the event of a fire, they must NOT attempt to put out the fire with the fire extinguishers but to leave the Hall as quickly and as orderly as possible and assemble well away from the Hall building.

Order and Conduct

- a. The hirer shall provide sufficient Stewards to ensure the orderly and efficient conduct of the function for which the hiring is made, such Stewards shall be regarded as employees of the hirer during the holding of the function. It is the responsibility of the hirer to ensure that all Stewards and anyone else acting in an organising capacity, e.g. bar person, cloakroom attendant etc, are thoroughly aware of the location of the fire exits and how they open. They are also to be aware of the location of fire extinguishers and clearly told, not to place themselves in danger by trying to extinguish a fire, but to wait for the arrival of the fire brigade. The nearest public telephone is 30 metres from the Malet Arms at the entrance to The Croft.
The location of the fire or other emergency to be given is **NEWTON TONY MEMORIAL HALL.**
- b. All furniture, equipment etc, brought in by the hirer must be cleared away immediately after the function. In certain circumstances it may be possible to permit such items to be cleared away on the following morning but prior permission must be sought from the Management Committee.
- c. The hirer is responsible for ensuring that the Hall is left clean and tidy, that all doors and windows are locked and all lights and meters are switched off at the end of the function. A push switch timer is located alongside the main hall light switches; this will allow about 5 minutes of car park lighting when you finally vacate the premises.
A charge of £30 may be levied against the hirer if the premises are not left in a clean and tidy state. It is therefore, recommended that the hirer visits the Hall before the date of the function to be shown the various equipment, meters, power points etc to avoid problems on the date of the function.

Stage Lighting and Projection Screen

A stage lighting control panel is located on the mezzanine floor above the kitchen which may be used by prior arrangement with the Management Committee. Brackets for stage lights are mounted on the main hall ceiling on which hirers own lights may be mounted. A projection screen is located above the Millennium Collage. Hirers wishing to use either or both of these facilities must indicate so on the application for hire form so that arrangements can be made to show you how these are operated.

General

- a. The Management Committee reserves the right of entry to all parts of the premises hired, for any of its members duly authorised for that purpose.

- b. **THESE CONDITIONS, REGULATIONS AND CHARGES FOR THE USE OF THE MEMORIAL HALL MAY BE AMENDED BY THE MANAGEMENT COMMITTEE A ANY TIME WITHOUT NOTICE, AND SO AMENDED, SHALL APPLY TO ALL LETTINGS TAKING PLACE THEREAFTER, REGARDLESS OF THE DATE OF BOOKINGS OF SUCH LETTINGS.**

Contact Details

**Booking Clerk:- Mrs Sandra Caro, Springfield, Newton Toney, Salisbury SP4 OHF. 01980 629838.
(opposite memorial hall)**

Secretary:- Mrs J O Barker, 42, Beechfield, Newton Tony, Salisbury SP4 OHH 01980 629678