

Alford Corn Exchange Community Group

Alford Corn Exchange Community Group
 Alford Corn Exchange, 9 Market Place, Alford, Lincolnshire LN13 9EB
 07817 889809

APPLICATION FOR HIRE OF ALFORD CORN EXCHANGE OR PART THEREOF

Name:				Tel No:					
Address:									
On behalf of:									
Address:									
Day(s) of Event:									
Date(s) of Event:									
Time(s) of Event:		From:		To:					
Preparation Time		From:		To:					
Clearing away Time		From:		To:					
Type of Event:									
Is the Event profit making:				If YES, who receives the profit?:					
FACILITIES REQUIRED	Please Tick √	Office Use Only			FACILITIES REQUIRED	Please Tick √	Office Use Only		
		Hours	Rate	Total			Hours	Rate	Total
Main Hall					Kitchen				
Rear Room					Bar*				
Meeting Room upstairs									
Please enclose a copy of your own Public Liability Cover when returning this form					TOTAL BALANCE DUE			£	
					DEPOSIT PAID				
					OUTSTANDING BALANCE			£	
*Name of person who will apply for drinks licence:									
Number of persons attending:									
If music is being provided, state how and by whom:									
<ol style="list-style-type: none"> 1. I accept that the Community Group reserves the right to vary or cancel bookings. 2. I acknowledge receipt of a form originated by the Performing Rights Society (PRS) and accept that it is my responsibility to ensure that, where applicable, the producer of music at the above venue completes the form in accordance with the instructions therein. I will pass the completed form to PRS and will pay the related charges. 3. I acknowledge receipt of a copy of the Condition and Regulations governing the hiring of the Corn Exchange and agree to be bound by them. 4. I acknowledge receipt of the Fire Emergency Plan and will return it completed 									
Signed:				Full Name (In Block Capitals):					
Date:				Role:					

In order for your dates to be confirmed, please ensure that this booking form is completed, signed and returned to the address stated at the top. **Payment is due prior to the event.**

Payments:

Payment can be made by cheque. Please make the cheque payable to 'Alford Corn Exchange Community Group'. Regular booking must be paid in advance per standing order. Please pay:
 Alford Corn Exchange Community Group
 Lloyds TSB
 Acc: 24572368
 Sortcode: 30-65-86

Keys: Keys need to be collected from the Town Council office in the Corn Exchange between 9am and 2pm, Monday to Friday

**EMERGENCY PLAN for the
ALFORD CORN EXCHANGE**

1. **Fire Alarm**

If the fire alarm sounds the building must be evacuated immediately through the nearest fire exit.

2. **When Seeing Fire**

In case of fire, immediately notify all people in the building. To do this, activate one of the fire alarm call points. Break the glass and press the button. This will raise the fire alarm. It does not alert the Fire Service. **A 999 telephone call must be made once you are outside.** Fire alarm call points are identified by red call point signs.

3. **Escape Routes**

Green fire exit signs are in place to indicate the routes for evacuation.

4. **Assembly Points**

The Market Place is the assembly point. Please be careful when crossing the road.

5. **Fire Fighting Equipment**

Foam fire extinguishers are provided for general use e.g. wood, paper and liquids, but not electrical equipment. Extinguishers should only ever be used on very small fires. If uncertain or if the fire is not small, immediately raise the alarm and evacuate. Then call the fire brigade.

6. **Fire Warden**

Each group using the Corn Exchange must dedicate a fire warden (i.e. a person from their party to act as such for the event) before using the Corn Exchange. In the case of an evacuation, the fire warden will ensure, without endangering his/her life, that the alarm has been raised, all users have left the building and that everybody is accounted for. The fire warden must ensure that the fire brigade is called and must wait for the fire brigade to arrive to inform them about the location of the fire and to inform them about any person not accounted for. The fire warden must not endanger their life searching the building. The fire warden should also stop anybody other than the rescue service from entering the burning building.

I have read and understood the Emergency Fire Plan for Alford Corn Exchange

Signed Function: Date

Name of fire warden:

ELECTRICITY AT WORK REGULATIONS 1989

All portable and transportable electrical equipment and systems brought into the Alford Corn Exchange by:

_____ (Name of Person/Company/Organisation)

will have been PAT tested in accordance with the above mentioned legislation.

Contact Name _____

Address _____

Postcode _____

Telephone _____

Signed _____ Date _____

PLEASE NOTE:

Current test certificates and/or suitably labelled equipment should be available for inspection during random visits by authorised officers of the Alford Corn Exchange Community Group.

Alford Corn Exchange Community Group

Conditions and Regulations Governing the Hiring of the Alford Corn Exchange

July 2013

1 Definitions

- 1.1 "Conditions" means these conditions of hire which shall form part of the contract between the Alford Corn Exchange Community Group and the Hirer.
- 1.2 "Group" means Alford Corn Exchange Community Group and includes its successors in title.
- 1.3 "Event" means the purpose for which the Venue has been booked.
- 1.4 "Hirer" means the individual, the company or the representative of the organisation booking the Event who pays any fees due under clause 2 below.
- 1.5 "Booking Officer" means an Officer authorised by the Alford Corn Exchange Community Group to accept bookings for the Venue.
- 1.6 "Venue" means the location booked for the Event including the immediate surrounding area open to the public.
- 1.7 "Booking" means all applications for the hire of a venue which has been accepted by the Group and which is subject to hire conditions.

2 Payment

- 2.1 Payment of all fees and charges must be prior to the event.

3 Refusal of Applications for Hire and Cancellations

- 4.1 The Group reserves the right to refuse any application for the hiring of a Venue without being required to give any reason for such refusal.
- 4.2 The Group will not accept applications for hire of the Venue from any person(s) under the age of 21.
- 4.3 The Group reserves the right to withdraw permission to use the Venue and will repay any pre-payments on cancelling a hiring. However, the Group shall be under no liability for expenses incurred or loss sustained by the Hirer as a result of the cancellation.
- 4.4 Cancellation by the Hirer of a booking must be made in writing. A charge of 50% of any outstanding balance due will be made for any bookings cancelled less than six weeks prior to the Event, at the Group's discretion.
- 4.5 The Hirer shall be liable to the Group for any additional expenses incurred by the Group as a result of the cancellation by the Hirer, subject to the discretionary power of the Booking Officer to vary this provision in appropriate cases.
- 4.6 Hirers who do not take up their commitment for any reason or fail to notify the Booking Officer of the Venue in writing of a cancellation, shall forfeit any hire charge paid and shall be liable to the Group for the whole of the hire charge together with any additional expenses incurred by the Group.

- 4.7 Substitution and amendments to the nature of the Booking must be notified in writing to the Booking Officer of the Venue, who reserves the right either to cancel the Booking or amend the hire fee in accordance with the agreed hire charges. In the event of such cancellation, the Hirer shall be liable as stated in Clauses 4.5 and 4.6 above.
- 4.8 The Group accepts no responsibility for the non-arrival of application forms, remittances or cancellations.

5 Emergencies

- 5.1 The Group shall have the right to cancel any Booking forthwith in the event that the Venue is affected by an emergency of any kind. The Group will consider refunding part or all of any fees and charges paid and the amount shall be at the Group's sole discretion.

6 Use of the Venue

- 6.1 Hirers must ensure that the whole Venue is left in a clean and tidy state, including the kitchen, in which all floors, working surfaces, ovens, refrigerators and sinks must be adequately cleaned. All litter and refuse generated by the Event shall be removed from the Venue by the Hirer. (see Clause 6.3)
- 6.2 The Hirer must at all times take good care of the Venue and will be liable for any damage to the Venue or any part of it or any equipment or other property of the Group whether forming part of the hire or not.
- 6.3 The property of the Hirer and the Hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed with the Booking Officer. The Group accepts no responsibility for any property left on the Venue before, during or after the hire period.
- 6.4 If the Hirer fails to perform any of its obligations set out in Clauses 6.1, 6.2 and 6.3 above, the Group reserves the right to perform any such obligations and any costs incurred by the Group in the performance of such obligations shall be borne by the Hirer.
- 6.5 The Hirer is responsible, at certain functions, for the provision of Registered Door Supervisors trained to the Security Industry Authority (SIA) standards.
- 6.6 Names and details of proposed door supervisors must be supplied to East Lindsey District Group's Licensing Enforcement Officer no later than six weeks prior to the event.
- 6.7 The Hirer is responsible for the administration, organisation and running of the Event and for having sufficient stewards and officials to fulfill these Conditions.
- 6.8 If the cloakroom is required during an event, Alford Town Group will not be held responsible for of any loss or damage to personal belongings. The responsibility will be the Hirer's.

- 6.9 The Hirer is responsible for the supervision and control of Event participants, officials, visitors and spectators.
- 6.10 The Hirer must ensure that any portable or transportable electrical equipment and systems being used at the event must have been tested in accordance with the Electricity at Work Regulations 1989. Test certificates and/or labelled equipment should be available for inspection during visits by authorised officers of the Group.
- 6.11 The Hirer shall not be permitted to remove or obscure Group notices or placards displayed on the Venue without the prior written consent of the Group.
- 6.12 No flags, decoration or other articles shall be fixed to the walls, floors or ceilings of the Venue without prior consent of the Group.
- 6.13 The Hirer shall ensure that any unwanted liquids are removed from the Venue and not disposed of into the sewage system or on the Venue.
- 6.14 The Hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the Venue or users of the immediate surrounding area of the Venue.
- 6.15 The sale or consumption of alcoholic drinks is strictly prohibited unless the bar facility has been hired at the time of booking, or prior agreement has been sought from the Group.
- 6.16 The Hirer will not permit the operation or release of any high flying object without the prior written consent of the Group.
- 6.17 It is the responsibility of the Hirer to liaise with the Alford Town Council and the local Police regarding the impact the Event may have on community safety in the vicinity of the Venue. The Hirer agrees to comply with any requirements of the Town Clerk and the local Police regarding community safety.
- 6.18 Real or artificial smoke shall not be produced on the premises without prior approval of the licensing Authority.
- 6.19 The Hirer shall not bring into the Venue any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of the Group.
- 6.20 The Hirer shall obtain approval from the Group for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted at the event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.

- 6.22 The use of any public address system at the Event must be first agreed in writing by the Group and must be operated so as not to cause a noise nuisance in breach of clause 6.14. Any necessary licences must be obtained by the Hirer.
- 6.23 The Hirer shall repay to the Group on demand the cost, as certified by the Group of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during, or subsequent to the period of hire if related to or by reason of the hiring. The Group's valuation of any damage/loss is final.

7 Right of Entry

- 7.1 Authorised Group Officers shall be permitted entry to the Venue at all times during the period of hire.
- 7.2 Admission to public dances and concerts is to be by TICKET only, purchased at the door or prior to the event.
- 7.3 The Group reserves the right to refuse admission to or evict any person from the Venue without being required to give any reason.
- 7.3 The Group reserves the right to fix a maximum limit for the number of persons attending the Event.

8 Assignment

- 8.1 The booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of the Group.

9 Broadcasting and Television

- 9.1 The Hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping television or radio broadcasts or any other recording of any kind of the Event for commercial use during the period of hire without prior consent of the Group. If such consent is given, the Group reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived therefrom.

10 Advertisements

- 10.1 No advertising material may be issued nor tickets sold until such time as a Booking has been made and any deposits due paid.

11 Fly Posting

- 11.1 No advertising material is to be displayed anywhere on the Venue or elsewhere in the town unless it conforms to the permitted displays

12 Permit and Licences

- 12.1 The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Group or otherwise, before the Event may take place and shall, where requested, produce to the Group on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Group reserves the right to cancel the booking forthwith.
- 12.2 When promoting the Event, the Hirer will be responsible for exhibiting all necessary permits during the Event.
- 12.3 Nothing shall be done by the Hirer that shall or may contravene the terms and conditions of any licence (e.g. Premises Licence), permit and/or licences or consent issued in respect of the Venue.
- 12.4 The Group hold the licence of the Performing Rights Society Limited to perform or permit to be performed at the venue any and every musical work for the time being in the repertoire of the Society and of the Foreign Societies for the time being affiliated thereto. It is the responsibility of the Hirer to furnish the Performing Rights Society Limited, on forms to be supplied by the Group, a list of all music performed and all songs sung at the venue on the occasion of the hiring, with the names of the author, composer, arranger and publisher of each such composition, and the number of times each has been performed. It is also the responsibility of the Hirer to ensure that any fees due to the Performing Rights Society Limited in respect of the above are paid directly to the Performing Rights Society Limited.

13 Health and Safety

- 13.1 Work carried out at the Venue before (setting up) during or after (dismantling) an event must be undertaken by participants/contractors (including artistes) in accordance with the requirements of safety legislation.
- 13.2 The Hirer shall familiarise themselves with the locations of emergency exits prior to the event.
- 13.3 The Hirer shall keep all passages and staircases within the Venue free from any obstruction.
- 13.4 If the Hirer is aware that disabled people are expected to attend the Event, he/she should, before the Event, visit the Venue to be notified of

arrangements and trained in the use of equipment provided in case of any emergency.

- 13.5 Emergency equipment, e.g. fire extinguishers and evacuation chairs, must be fully accessible at all times and only used for the purpose intended. The costs incurred to replace damaged, lost or stolen emergency equipment will be recharged to the Hirer.

14 Indemnity and Insurance

- 14.1 The Group is not responsible and will not accept liability for loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the Venue.
- 14.2 The Hirer is responsible for all safety aspects of the Venue prior to, during or following the Event and must accept liability for any loss, damage injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the venue.
- 14.3 The Hirer agrees to indemnify the Group against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.
- 14.4 The Hirer agrees to take out Public Liability Insurance Cover or Third Party Risks [including products liability where appropriate] for a minimum of £2 million (two million pounds) and produce evidence of such insurance.
- 14.5 The Hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Group in respect of any exhibitor, ground entertainer, sub contractor, caterer which the Hirer has instructed or authorised to appear at the event.
- 14.6 Failure to provide proof of insurance cover as required under clauses 14.4 and 14.5 prior to the Event will lead to its cancellation.

15 Catering

- 15.1 All caterers at the Event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety General Food Hygiene Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer.

16 Collections or Lotteries

- 16.1 No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without the relevant licences being awarded and the prior written consent of the Group.

17 Property not Removed

- 17.1 The Group may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Group on demand the costs of such removal and storage.
- 17.2 The Group shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Group is entitled to

remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Group's.

18 Variations to Agreement

18.1 The Group reserves the right to vary the Conditions at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

19 Maximum Capacity

19.1 The maximum number that each room can accommodate under Fire Regulations is:

Main Hall:	Close Seating	225 people
Rear Room:	Close Seating	75 people
Main Hall Dancing or Tables/Chairs, Rear Room used for bar purposes		200 people

20 Period of Premises Licence

20.1 Monday to Sunday 0900 to 0200 Hours