

**BUILTH WELLS TOWN COUNCIL
CYNGOR TREF LLANFAIR-YM-MUALLT**

Mayor: Councillor Mark Hammond
Town Clerk: Louise Hammond

Council Office
Strand Hall
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Powys
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STRAND HALL BOOKING AGREEMENT

The Hirer agrees on signature and return of the Booking Application Form (and Booking Confirmation Form where requested) to be bound by the conditions and any special conditions attached. This is a legally binding agreement and if the Hirer is in any doubt as to the conditions then they should seek independent legal advice.

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Application for hire:

Applications for hire of the Venue must be made in writing on the Booking Application Form and the Venue shall not be deemed hired until the Hirer has been notified by the Clerk to that effect on the Booking Confirmation Form, and **full payment made.**

There is also £100 deposit/breakage cost which will be returned after the event if no damage has been caused.

The Council reserves the right to refuse any application if it appears that the Venue facilities are to be used for any purpose other than the purpose specified in the Booking Application, or if the applicant has any outstanding financial liabilities to the Council

If the Hirer is a corporate body the Hirer must no later than 5 days before the commencement of the period of the Hiring notify to the Clerk in writing the name address and telephone number of an individual who will be personally responsible to the committee for the obligations of the Hirer under the Agreement jointly and severally with the Hirer.

The Hirer shall adhere to Fire Risk Assessment and the Health and Safety Risk Assessment. Both copies are available on request.

The Hirer is responsible for setting up of the venue (tables, chairs, etc) and the taking down and cleaning of the venue. Rubbish should be cleared away from site we have provided recycling bins, please use these.

Please beware of any traffic controls you may need for your event.

Period of hire:

The Hirer shall inform the Clerk of the start and finish times of the event including all time required for set up and clearing away not less than 5 days prior to the commencement of the Period of hiring.

Technicians:

Council have a list of technicians who are available for hire. They are not employed by the council and are freelance, if you wish to hire a technician for your event, the cost for the first 4 hours regardless of use is £50 thereafter £10.00 per hour. Please contact Clerk to obtain details. (payment is now required prior to event taking place)

Prohibition of sub-letting and assignment:

The benefit of this Agreement is personal to the Hirer and not assignable or capable of being sub-hired or sublet

Cancellation by hirer

The Fee is payable on each occasion the Venue is open and available for hire.

Where the committee accepts an application for hire more than six months before the commencement of the Period of Hiring such acceptance is subject to a condition that the committee shall have a right to alter the Fee or any terms or conditions of hire, upon giving notice to the Hirer not less than one month before the commencement of the Period of Hiring. In the event of such notice being given, the Hirer may within one month of the date of such notice cancel the booking and the committee shall refund any monies paid. The committee liability to the Hirer shall be no greater than the amount paid by the Hirer to the committee in respect of the booking.

Refunds and Cancellations:

If the Hirer wishes to cancel the hiring in the whole or in part the Hirer must give written notice to the Clerk

Minimum periods of notice ("Minimum Notice Periods") are as follows:

- For cancellation in full of a sports Block Bookings 7 days written notice (unless subject to series of lets where cancellation cannot be made by hirer) see below conditions for series of lets
- For cancellation of a single date room hire event one months written notice

Health & Safety:

The hirer must be responsible for Health and Safety throughout the period of the let, under the terms of any hire.

The hirer is classed as the person responsible for fire safety and must ensure all persons attending the activity/event are aware of the location of fire exits and what to do in the case of a suspected fire.

Guidance on fire safety is displayed on the various walls and doors around Strand Hall.

Legal:

Smoking and use of electronic smoking devices are not allowed. If you require alcohol for your event, please ensure you provide a temporary liquor licence or ensure your hirer of bar has one.

It is the Hirer responsibility to ensure with Powys County Council if they require a liquor licence, gaming and or market operators' licence. The hirer should have competent attendants on duty on the premises to assist people entering and leaving and generally supervising the event.

As a guide if it is a party for 18- or 21-year olds, the Hirer will need **12** stewards and a wellness facility. Over 21's need **6** stewards. They must be aware of the fire exits. Holding events for any young persons, children or vulnerable adults you must comply with current legislation.

We cannot accept responsibility for any loss, damage or injury caused whilst these premises are hired out.

If the Hirer is serving or preparing food, please make sure all the health and safety regulations are up to date and legislation observed.

Hirers additional responsibilities:

Please ensure you leave these premises clean and tidy it is your responsibility if any damage is caused to the contents and building. The hirer shall ensure that any sub-contracted activities for example mobile disco, bands etc are fully insured and any electrical equipment fully insured and has a valid pat certificate. Smoke machines, fireworks sparkles, candles or naked flames are not permitted in this Hall.

Prices:

Please view current price rates

Name.....Signature.....
.....Date.....

FOR OFFICE USE ONLY:

Facilities: AVAILABLE / UNAVAILABLE

Date received:

Hire charge:

Method of payment:

