



DUNSTABLE COMMUNITY HALLS
MANCHESTER PLACE
HIGH STREET NORTH
DUNSTABLE
BEDS
LU6 1HT

Tel 01582-660144

E mail DunstableCommunityHalls@bedsrcc.org.uk

Application for hire of hall – Pioneer Centre / DYPC

DATE OF APPLICATION..... DATE HIRE TO COMMENCE.....

DAY OF HIRE..... FROM..... TO.....

IF YOU WISH TO HIRE THE HALL ON A REGULAR BASIS PLEASE GIVE DETAILS:

TOTAL NO OF HOURS..... PURPOSE OF HIRE..... COST PER HOUR

KITCHEN REQUIRED YES/NO..... ANY OTHER FACILITIES/ EQUIPMENT NEEDED.....

APPROXIMATE NUMBER OF PEOPLE ATTENDING Adults: Children:

APPLICANT NAME.....

ADDRESS.....

TEL. NO

EMAIL:

Terms of Hire

1. APPLICANT MUST BE ON THE PREMISES FOR THE WHOLE TIME OF THE HIRE AND IS RESPONSIBLE FOR ANY BREAKAGES OR DAMAGE THAT OCCUR DURING THE HIRE.
2. APPLICANT IS RESPONSIBLE FOR LEAVING THE PREMISES IN CLEAN AND GOOD ORDER AT THE END OF THE HIRE, **TAKING ALL RUBBISH AWAY.**
3. APPLICANT IS RESPONSIBLE FOR EVACUATION OF THE PREMISES IN THE EVENT OF A FIRE.
4. HIRE FEES AND A DEPOSIT MAY BE REQUIRED IN ADVANCE. SEE BELOW.
5. APPLICATIONS MAY BE SUBJECT TO TRUSTEE APPROVAL

TOTAL COST OF HIRE £.....

I APPLY FOR THE HIRE OF DUNSTABLE COMMUNITY HALLS IN ACCORDANCE WITH THE ABOVE DETAILS. I ACCEPT THE TERMS OF HIRE AS SPECIFIED IN NOS 1 TO 5 ABOVE. I CONFIRM THAT I HAVE RECEIVED A COPY OF THE 'USER CONDITIONS' AND AGREE TO ABIDE BY THE CONDITIONS THEREIN.

SIGNED..... DATE.....

**Details for BACS payment
Dunstable Community Halls
Nat West Bank**

Account number 71473165

Sort code 60-02-13

User Conditions of Hire

All applications to hire the hall must be in writing on the official booking form. Whoever signs the application form shall be considered the hirer, and the hirer may not sublet the hall without prior permission from management.

1. **All charges** must be paid at the time of booking. No agreement will be confirmed until payment is made. Charges will include a refundable deposit against damages to the hall, a booking deposit and the balance of the hire charge. All charges will be agreed with the hirer at the time of booking.
2. **Hired time** must include set up and tidying time after the event. Late finishes will be chargeable and deducted from the deposit. We leave a fifteen-minute buffer between bookings.
3. If the hirer **cancels** their booking, the hall shall be entitled to retain the whole of the fee paid in respect of the cancelled hire, if at least 14 days prior to the date of the booking has not been observed.
4. The management committee reserves the **right of cancellation** at all times and shall not therefore be liable to the hirer for any loss or damage hereby incurred.
5. The hirer shall take good care of, and shall not **cause any damage**, or permit or suffer any damage to be done to the hall or any part thereof; or any equipment, parts or property therein. Any damage incurred or cleaning resulting from the hire will be deducted from the hirer's deposit.
6. The number for a **key holder** will be provided at the time of booking.
7. **No Copyrighted** musical or dramatic work may be performed or sung without the permission of the copyright holder and all such permissions should be produced to the bookings administrator prior to date of hire.
8. **No excisable liquor** shall be sold or supplied unless under supervision of a personal licence holder or the committee having obtained TEN permission from the local authority.
9. All conditions attached to the **music and dancing licence** of the hall (**premises licence**) shall be duly observed. A copy of such licence may be seen on application to the booking secretary and the hirer shall be deemed to have had notice of all such conditions.
10. The hirer shall be made aware of **all fire and evacuation procedures**, position of firefighting equipment and emergency exits.
11. **Fire exits** must not be obstructed at any time.
12. There is to be **no smoking** in the premises.
13. The hirer shall ensure that the seating or standing **capacity** of the hall is not exceeded
14. The hirer should take all reasonable precautions for the **safety of the public**.
15. The hall is licensed for **100 persons seated and 80 persons dancing**.
16. The hirer shall, during the entire period for which the premises are open for the purposes of entertainment; a) maintain **good order** of the premises, b) not permit any drunken or

- disorderly persons to remain on the premises, c) not permit any unlawful games or gaming, d) not permit any obscenity or profanity on the premises
17. The management committee shall not be responsible for any **loss or damage** to any property arising out of the hiring, nor for any loss, damage or injury which may be incurred by or by done to a person.
 18. **The right of entry** to the hall at all times is reserved to members of the management committee, or their agent, or emergency workers.
 19. The hirer is **responsible** that good order is kept in the hall during the hiring, and the management committee may, if they think fit, charge the hirer for any extra expense that they may incur as a result of the booking.
 20. The hirer shall, at the expiration of the period of hiring, **leave the hall in a clean and orderly state**. The hirer shall switch off all lights, heating etc. etc. and doors must be properly fastened on exit.
 21. At the end of the hire, **all rubbish must be taken away**. A quantity of rubbish may be permitted at the discretion of the management committee and advised at the time of booking.
 22. **Kitchen equipment** is available on agreement of the management.
 23. **Any equipment used during hire** such as tables and chairs must be put away before the end of the booked session. It is the hirer's responsibility to get out and put away furniture they use and to ensure they are left in good condition. Any breakages to be reported immediately.
 24. **No flags, emblems or other decoration** shall be displayed outside any part of the building for a period of one week prior to the event, or at the discretion of management. Any decorations used during the hire must leave no damage, any damage caused to the building by decorations or otherwise resulting from the hire will be deducted from the deposit.
 25. **No additional lights** or extensions from additional light fittings shall be used without the consent of the management committee.
 26. The hirer shall also comply with any conditions or **rules that may be displayed** by the management committee in the hall.
 27. **Music must cease at 11:45pm** to comply with public entertainment license.
 28. **No portable heating or cooking appliance** to be used without prior permission from the management
 29. **No noxious or flammable gases**, fireworks or balloons with flammable gases or naked flames are allowed to remain in the hall.
 30. The hirer must report all **accidents** involving injury to the public to a member of the management committee as soon as possible. Such details to be recorded in the accident book made available.
 31. All failure or damage to **equipment** belonging to the hall must be reported as soon as possible. All equipment brought into the hall must be **PAT tested**.
 32. The hirer shall ensure **no animals** except guide dogs are brought into the hall other than with prior permission. No animals whatsoever are to enter the kitchen area at any time
 33. **Parking** is limited but there are public car parks available locally.
 34. **Bouncy castles** may be permitted at the discretion of management, please see our Bouncy Castle Policy if you plan to use a bouncy castle.
 35. Hirers supervising children or other vulnerable groups are subject to **DBS checks**; management reserve the right to seek assurance that this is in place.
 36. **Cleaning** products and equipment are provided by the hall.

37. Hall management has a generic **risk assessment** for the building, user risk assessments are the responsibility of the hirer. The hirer must be satisfied that the space hired is safe and fit for purpose. Hall management have the right to view a copy of the hirer's risk assessment prior to confirming the booking.
38. **Children** must be supervised at all times.

Please note that the nearest car park is 9 Regent St, Dunstable LU6 1LP. DO NOT park outside the halls in such a way as would prevent emergency vehicles from accessing the halls and neighbouring houses.

Hire Charges Policy

Deposit against damage to the hall for weddings, eighteenth or twenty first birthday parties - £100 deposit. For other bookings (at the discretion of the booking secretary) £50.00. Hire charges to local residents and groups will attract a discount. Hire charges to commercial hirers and non-residents will be payable at the full rate currently in force.

I have read and understood the conditions of hire and agree to abide by them

Signed:

Date of booking:

By signing this document, you have agreed to the Hall's policy on data protection. Your personal information will only be retained for as long as is deemed appropriate by the hall committee.