

THE ANTHONY HALL (ASTON CLINTON)



RCN 1190479 / Company No: CEO22587
Licensed for Music and Dancing
Premises Licence No 12/00816/LAPRE(PR0047)

Tel: 07443 976639
E-mail: theanthonyhallac@gmail.com
London Road, Aston Clinton, HP22 5HG

TERMS AND CONDITIONS OF HIRE

1. Hirers

All hirers must be over 18 years of age. **No teenage parties are permitted.** By law, The Anthony Hall is now a **NO SMOKING** venue – there is a cigarette disposal facility outside the hall.

Hirers must make their own arrangement to prepare the Hall for their function. All equipment belonging to the Hall must be replaced in its allotted space and any damage or breakages reported. Storage space allotted to various organisations is entirely at the discretion of the Committee and organisations making use of the Hall for storage do so at their own risk. The Committee is not responsible for loss or damage to any items left in or around the Hall or to vehicles and their contents in the car park.

2. Hire Periods

- a) All private hires of the Hall are for a **minimum of four hours** and at the hourly rate specified.
- b) Hirers are requested to vacate the Hall on time. There are often other hirers waiting to enter.
- c) There is a recommended 15-minute break between bookings.

3. Charges

All one-off bookings will be charged an additional refundable £100 deposit which will be refunded a week after the event if the hall has been left in an acceptable condition. If items within the hall have been broken, damaged or misused and if additional cleaning is required, then the £100 will not be refunded. Please email your bank details to theanthonyhallac@gmail.com after your event so if appropriate the refund can be processed.

4. Cancellations

More than a month prior to event	Full Refund
Within a month of event	50% Refund *
Within one week of event	No Refund

* If hirer has only paid the required 50% deposit, this will be retained in full. If the hirer has paid in full, 50% will be refunded.

5. Music

Hirers have the Trustees' permission to play live or recorded music at the Hall during the Hire. Please also note that, if showing a film during the hire, it is the Hirer's responsibility to ensure compliance with the age restrictions for that film. Further, if the Hirer is putting on a performance for which tickets costing £20 or more are being sold, the Hirer is required to obtain their own licence from PRS/PPL.

6. Sale of Alcohol

If Hirers are intending to sell any alcoholic beverage during their Hire **HIRERS MUST:**

- obtain the consent of the Management Committee to apply for a Temporary Event Notice – please email theanthonyhallac@gmail.com.
IF AUTHORISED, THEN
- obtain a Temporary Event Notice from AVDC Licensing Dept, which enables the sale of alcohol for a specific nominated period.

Hirers are responsible for having a licence available should any authorised person wish to see it. Penalties for non-compliance are severe.

NB Apart from normal Bar sales, “**SELL**” includes printed ticket promotional raffles, which include alcoholic prizes, or any event having food and alcoholic drink as part of the admission fee. However, ordinary raffles using simple cloakroom tickets and having alcoholic prizes OR events for which attendees are invited to supply their own alcoholic drinks are excluded from this requirement.

7. Cleaning

Our regular contractors are employed to clean and care for the Hall, but in consideration of other users, hirers must leave it reasonably clean and tidy, including the cooker & kitchen area if used. All waste and refuse bins must be emptied into the large wheelie bin outside the side door.

If you have used any of the crockery, glasses or cutlery, please wash, dry and put all of them away before leaving the hall.

Please remember that we try to keep hire fees down on the assumption that hirers co-operate in good housekeeping and careful usage: For all bookings (apart from regular hirers), a £100 deposit will be requested when the invoice is emailed. This will be refunded approximately a week after the event if the hall is left as the hirer found it.

Black bin bags are available for all to use. They are kept in the drawer by the left of the cooker.

8. Health and Safety

The hirer is responsible for complying with any legislation currently in force regarding Food Hygiene, Health and Safety and use of any “bought in” appliances (A/V systems, kitchen equipment etc.). There is a First Aid Box in the kitchen and a clipboard behind it carrying Accident Report forms. Should there be any incident or injury requiring treatment it *must* be recorded on an Accident Report form and the form handed to the Bookings Secretary.

Organisations should provide their own public liability insurance.

The maximum number of people allowed in the Hall is 180, but we recommend strongly numbers are kept well below this level. Larger events are recommended to have their own qualified First Aid presence.

9. Safety and Emergency Procedures

- **The Fire Exits must be kept clear and unlocked during the time that the Hall is in use.** Child gates near the rear exits **MUST** be secured in the **OPEN** position at all times, except when the Pre School-Groups are in session.
- Every person who hires the Hall is responsible for ensuring all users and visitors will:
 - a. Be informed and be able to act correctly in the event of Fire or other medical emergencies.
 - b. Be able to recognise the need for and take control of any Emergency that may arise.
- Every person who hires the Hall must be familiar with layout and be able to describe and follow a route to the nearest exit from their meeting place, or an alternative should that become necessary.
- Every person who hires the Hall must be able to describe and locate the position and type of the nearest two available fire extinguishers.
- Every person who hires the Hall must be able to use an extinguisher, circumstances permitting, and in consideration of personal safety but **DO NOT TAKE PERSONAL RISKS TO SAVE THE PROPERTY**
- Every person who hires the Hall must know the position of the First Aid Box which is located in the kitchen.

10. When leaving the Hall at the end of your hire please make sure that all the curtains are left open, lights are turned off & all the doors are locked. Please ensure that the keys are returned to the key safe box

11. Complaints

If you have any complaints about the Hall or the facilities provided, please contact the Bookings Secretary by writing to 40 Narbeth Drive, Broughton, Bucks, HP20 1NT. We will endeavour to reply to any complaints within a month.