



THE HUB
LIBRARY & COMMUNITY CENTRE



BROUGHT TO YOU BY
RADSTOCK
TOWN COUNCIL

Trinity Hub Conditions and Information

Hall Administrator: 01761 437962 (office hours 9am-4pm, Tuesday-Thursday)

Out of Hours Emergency Numbers: 01761 250233 (This is manned)

BOOKING:

Bookings for the hall must be made on the booking's website. Dates are held for a maximum of 21 days before being released, unless full payment is made to secure (unless by prior agreement). All hirers must be over the age of 18 at the time of booking.

PAYMENT:

The cost of hire can be found on the hire document. The hire fee must be paid at the time of booking. A deposit of £150 must also be paid at the time of booking. This is made up of £40 key deposit, £10 refuse deposit and £100 damage deposit. This is refundable as long as the hall is secured at the end of the period of hire, the keys are returned, no refuse is left on site and no damage is incurred. The premises must be left in a clean and tidy condition – all tables must be wiped down and tables and chairs returned. All electric lights must be turned off.

KEYS:

Keys must be collected from Radstock Town Council Office, which is located in Radstock Community Library, on or before the day of hiring. After securing the premises the key must be returned either the same day or following morning (by prior arrangement). For weekend hire the key must be collected by 12 noon on Friday and returned the following Tuesday morning after 11am.

USE OF PREMISES:

The Hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-let the premises or allow the premises to be used for any unlawful purpose or way. Nor allow the consumption of alcohol thereon without prior notification at the time of booking.

SUPERVISION, DAMAGE & DEPOSIT:

The Hirer shall, during the period of hiring, be responsible for the premises and grounds, all contents and the behaviour of all persons using the premises. The Hirer shall notify the hall administrator of any damage. If for any reason the deposit does not cover the

cost, the Hirer agrees to meet the cost of making good any damage. This includes all damage caused during the period of hire (including accidental damage) to the premises or fixtures, fittings and any loss of contents.

DECORATIONS/ALTERATIONS:

No alterations may be made to the premises nor may any fixtures be installed. Decorations to the hall are allowed provided they do not materially increase the fire risk, they will not cause damage, and they must be removed at the end of the hire period.

HIRE PERIOD:

We would like to remind you that your booked period of time includes all setting up and clearing away. If additional time is required this must be booked and paid for (subject to other events). This also applies to clearing up the following morning after a late-night party. All functions must finish and the hall cleared by midnight. Hirers are respectfully asked to leave the Hall quietly.

ALCOHOL:

The Hall is **NOT** licensed for the sale of intoxicating liquors, so the onus is on the hirer to apply for an occasional licence if required. You will need to contact B&NES (Bath and North East Somerset Council: 01225 394041) for details. The Hirer shall ensure that to avoid disturbing neighbours and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly persons shall not be permitted on to the premises. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. No illegal drugs may be brought onto the premises.

GAMING, BETTING & LOTTERIES:

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

CAR PARK:

Please note there is no parking on site. The nearest public car park is Church Street car park. This is currently free for up to 5hrs but you must obtain a ticket. We ask that you encourage the use of shared transport or active travel to the venue.

HEALTH AND HYGIENE:

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene regulations.

BOUNCY CASTLES/INFLATABLES:

If hiring a bouncy castle or other inflatable, the Hirer should consider arranging their own public liability insurance as the insurance does not cover the hiring and use of these in the building. **The hirer must ensure that a representative from the company stays with the equipment throughout the hire period. Radstock Town Council cannot take responsibility for the hire of bouncy castles or other inflatables.**

SMOKING:

We would like to remind all Hirers that we operate a strict **no smoking** policy throughout the premises.

ANIMALS:

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed in writing prior to the booking. No animals whatsoever are to enter the kitchen and food preparation area.

AMPLIFIED MUSIC:

The Hirer shall, if using sound amplification equipment, comply with any other licensing condition for the premises and keep all noise to a minimum. If complaints are received from neighbours, the police or other officials, we will retain the full deposit.

ELECTRICAL APPLIANCES & TEMPORARY EQUIPMENT:

Any electrical equipment must meet required standards and used in a safe manner. Flexible cables should be positioned & protected so as not to constitute a tripping hazard.

Any temporary equipment brought into the hall by hirers must be certified as safe for purpose.

FIRE

- **SMOKE MIST FOG MACHINES:**

Due to the sensitivity of the fire/smoke alarm these are NOT to be used.

- **CANDLES:**

Candles are not permitted on site.

HALL FLOORS:

The Hirer should be aware that although the floor is not polished, due to its nature, it can be slippery. Care should be taken not to damage or scratch the floor.

CANCELLATION BY THE HIRER:

If you cancel your booking, you will be liable for the cancellation charges set out below:

- Cancellations 21-29 business days prior to the booking date: 50% of the Hire Charge held will be refunded
- Cancellations 20 business days or less prior to the booking date: No refund is given

CANCELLATION BY TRINITY HUB:

Trinity Hub reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- Radstock Town Council reasonably considering the function will lead to a breach of licensing conditions (if applicable), or other legal or statutory requirements or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- The premises becoming unfit for the use intended by the Hirer (e.g. power cut, etc).
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

- Government Guidance no longer permitting the use of the Hall for events or requirements cannot be met.

In any such case the Hirer shall be entitled to a refund of any deposit/charge already paid, but Trinity Hub shall not be liable to the Hirer for any other fees or costs.

IMPORTANT:

- Radstock Town Council will not accept responsibility or liability in respect of damage, theft or loss of any property, goods, vehicles or other items whatsoever brought into or left in the Hall whether by the Hirer or on his behalf, before, during or following the period of letting.

- Radstock Town Council reserve the right to refuse any application.

- Radstock Town Council reserve the right of entry during the period of letting to any officer or representative of the Trustees and any Police Officer on duty at the time during the hire period.

PRIVACY NOTICE:

A copy of the privacy policy can be obtained here:

https://www.radstock-tc.gov.uk/images/Privacy_Notice_Website.pdf