



Hire Charges

April 2019 – March 2020

<u>Day Rates</u> <u>(Per Hour)</u>	<u>Parishioner/ Charity Rate</u>	<u>Non-Parishioner/ Business Rate</u>
Mon – Fri 8am – 5pm		
Main Hall	£27.61	£34.51
Meeting Room/Gallery/ Garden Room	£13.81	£23.47
Rehearsal Rate	£20.72	
Sat – Sun 8am – 5pm		
Main Hall	£34.51	£44.89
Meeting Room/Gallery/ Garden Room	£16.57	£27.61
Rehearsal Rate	£20.72	
Evening Rates (Per Hour)		
Mon – Thurs 5pm - midnight		
Main Hall	£34.51	£44.89
Meeting Room/Gallery/ Garden Room	£16.57	£27.61
Rehearsal Rate	£20.72	
Fri – Sun 5pm - midnight		
Main Hall	£34.51	£55.23
Meeting Room/Gallery/ Garden Room	£20.72	£29.00
Rehearsal Rate	£29.39	
For Exclusive Use of the Memorial Hall		
Whole Hall Hire	£345.07 per day	£448.01 per day

Good Friday, Easter Sunday, New Year's Eve and Bank Holidays will be charged at the above rates plus 50%. The Hall is closed on Christmas Day and Boxing Day.

Additional Charges

Kitchen	£13.81 per day
Basic Stage Lights Only	£23.01 per performance/day
Use of Sound System and/or Sound & Light Desk*	£103.55 per performance/day
Wireless hand-held operated microphone	£5.75
Tablecloth hire (for round tables only)	£57.53
After midnight surcharge	£67.95

**this fee includes our in-house Technical Advisor being present at "get-in/get-out" to ensure all equipment being brought into the hall is safe.*



Terms of Hire

Deposit

1. All bookings require a completed booking form and non-refundable deposit of one-third of the hire fee. Until both are received, the booking will not be confirmed.
2. Once a completed booking form has been received, the hirer will be advised how much deposit to pay. The hirer will be given 7 days in which to make this payment.
3. A security deposit will also be required, which will be returned to the hirer no later than 28 days after the hire period, provided no damage or loss has been caused during the period of hire. The amount will be agreed at time of booking, and **must** be received no later than one calendar month prior to the event.
4. Bookings made less than 21 days in advance will only be accepted with a completed booking form and full payment.
5. Provisional bookings may be made, and will be held for 14 days. If a completed booking form is not received within this time, the provisional booking will be cancelled **without notice**.

Opening and Closing the Hall

6. A member of staff from Dereham Town Council will meet the hirer at the hall to unlock. The hirer will not be given any keys, and so it is the hirer's responsibility to make sure the hall is occupied **at all times** during the hire period. A member of staff will return at the end of hire to lock up.
7. If the hirer is late, and reasonable notice has not been given, a £16.90 surcharge per hour the hirer is late will be charged. Any part-hour will be charged as a full hour.

Hire Conditions

8. The hirer must be over 18 years of age.
9. There is a minimum hire period of two hours, and the duration of hire must include sufficient time for set-up and clearing away. If cleaning takes more than three hours following an event, a cleaning surcharge of £10.75 per additional hour will be taken from the security deposit. Part-hours are charged as full hours. If Dereham Town Council incur additional cleaning costs as a result of lack of care by the hirer, it reserves the right to pass on these costs to the hirer and to consider not accepting any future bookings from that hirer.
10. The hall must be vacated and all hirer's equipment removed before the end of the hire period. If equipment cannot be removed until the following day, a minimum charge of 2 hours will apply. Dereham Town Council does not accept any responsibility for items left in the hall.

11. The number of persons permitted to use the premises at any time shall not exceed the following limits:

	Main Hall	Balcony
Non-seated	300	-
Round tables with seating	160	-
Seating around edge	180	-
Theatre-style seating	182*	112

**this is slightly reduced if rows AA and BB are removed for wheelchair use.*

Balcony is only available when theatre-style seating is required.

12. The above figures must take into account all persons in the hall, including performers, bar staff, caretaking staff, caterers, fire marshalls and door supervisors.
13. The Meeting Room has a maximum capacity of 50 people; this will be reduced depending on the number of tables and chairs used.
14. For ticketed events, the hirer is responsible for providing their own staff for ticket sales on the door.
15. No decorations, flags, banners, emblems etc. can be fixed to the structure of the Memorial Hall without the prior written consent of Dereham Town Council.
16. No notice or advertising materials may be affixed to any part of the Memorial Hall without the express permission of Dereham Town Council.
17. Hirers shall not assign or sub-let any interest they may have in the hire of the hall, without the prior consent in writing of Dereham Town Council.

Sound & Light

18. Where the hall is being hired for events which require the use of the sound and light equipment, a detailed plan of proposals must be submitted – along with a risk assessment for approval – no later than six weeks prior to the event. The fee for use of our sound and light equipment includes our in-house Technical Advisor being present at the commencement and end of the hire period, to check that the installation of any equipment has been carried out safely. **Please note this fee does not include our Technical Advisor operating any equipment; it will be the hirer's responsibility to source a suitable technician.**
19. The noise limiter must not be interfered with in any way.
20. No lasers, strobes or other form of high-intensity lighting shall be installed or used without the prior approval of Dereham Town Council.

Bar Facilities

21. If a bar is required, this will be provided by Dereham Town Council. The hirer must provide opening and closing times for the bar so that adequate staff can be provided.

22. All intoxicating liquor consumed on the premises is to be purchased from the bar. Members of the public are not permitted to bring intoxicating liquor into the Memorial Hall.
23. Alcohol must not be supplied to anyone under the age of 18. It is the responsibility of the DPS and the hirer that this regulation is adhered to. The DPS, bar staff and any other authorised employees of Dereham Town Council have the right to ask for proof of age.
24. For some events, Dereham Town Council reserves the right for drinks to be served in plastic glasses only.

Kitchen Hire

25. Please be aware washing up liquid and tea towels are not provided.
26. If catering is required, hirers must make their own arrangements.

PRS Tariffs

27. All events at Dereham Memorial Hall will be required to pay a Performing Rights Society (PRS) fee. The most common fees applicable are as follows:-

Live music, discos, theatre productions	£38.56
Aerobics, Keep Fit, Dance classes	£2.38
Cinema/Film	£6.36
Wrestling/Boxing	£3.23

28. All prices are inclusive of VAT, and subject to change.
29. The hirer shall not use the Memorial Hall for the performance in public of any dramatic works, or in the delivery in public of any lecture in which copyright subsists, without the consent of the owner. The hirer shall indemnify Dereham Town Council against any sums of money which Dereham Town Council may have to pay by reason of any infringement of copyright occurring during the period of hire covered by this infringement. The Performing Rights Society collects royalties for live performance copyright music. Dereham Town Council therefore have a legal duty to collect fees on behalf of the PRS.
30. As part of the requirements of PRS, a set list needs to be completed. Because it is a requirement of the PRS to complete this, the security deposit will be retained until we have been provided with a copy of the set list.

Cancellation

31. Should the hirer wish to cancel a booking, the following charges will apply:-

Notice given	Amount retained by Dereham Town Council
More than 28 days notice	Deposit
15-28 days notice	Half fee
14 days or less	Full fee

32. Should Dereham Town Council, before the function commences, be of the opinion that it is likely to be of an objectionable or undesirable nature, it shall have the power

to cancel the event and return any fees paid. The Council reserves the right, in certain circumstances, to cancel any letting at any time. In the event of cancellation by Dereham Town Council, any fees paid will be refunded to the hirer.

33. Dereham Town Council shall not be liable for any loss, expenses or damages which the hirer may suffer in respect of the cancellation of the booking, or to pay any compensation to any person in respect of the cancellation.

Rehearsal Rates

34. Rehearsal rates apply to any hirer wishing to use the main hall for a rehearsal only. The hall must be left clear for other bookings at the end of the hire period. No equipment can be left.

Safety

35. Dereham Memorial Hall has a No-Smoking Policy. This includes the use of e-cigarettes and vape pens.
36. All emergency exits and signs must be kept clear and unblocked at all times during the function.
37. The hirer must provide ushers for their event and be responsible for people they are inviting into the building. If the hirer wishes for Dereham Town Council to provide ushers, this can be arranged for an additional charge. For events using theatre-style seating, a minimum of 3 ushers must be present when 150 persons or more are present in the hall; one designated to the balcony area, and two in the main hall. Dereham Town Council will determine how many fire marshalls/ushers need to be in attendance during any period of hire.
38. Fire safety checks must be carried out prior, during and after an event by Council staff (usually the Caretaker). Hirers must familiarise themselves with the fire procedures at the commencement of the hire period to ensure they are aware of the procedures in the event of an emergency.
39. It is the responsibility of the hirer to ensure that appropriate levels of dedicated assistance are provided to any person who may require additional assistance to escape the building in the event of an emergency.
40. If Dereham Town Council consider it necessary to have door supervisors for an event, these must be SIA registered. Please note that door supervisors have the right to refuse entry to anyone considered to be a risk to other users, staff or the premises.
41. All curtains or drapes shall be of either durably or inherently flame retardant fabric and shall conform to British Standards. A certificate will need to be provided. They should not conceal notices and should be hung so they do not trail on the floor.
42. No electrical fittings or appliances in the Memorial Hall may be altered, removed or any way interfered with, and no additional fittings or appliances may be installed unless a PAT Certificate has been provided for the equipment, and Dereham Town Council have given approval.
43. It is the responsibility of the hirer to ensure that any disco operators or bands hired for their event, have carried out the necessary PAT testing on their equipment. Dereham Town Council have the right to refuse any electrical equipment to be used,

if it is not clearly marked with an up-to-date PAT tested label, and a PAT certificate has not been produced.

44. Smoke/dry ice machines or any equipment which may present a hazard or interfere with smoke alarms on the premises, are not permitted without prior approval from Dereham Town Council.
45. Food and drink are not permitted on the stage at any time, except for still water in a plastic bottle. Glass is not permitted under any circumstances.
46. The use of pyrotechnics or special effects should be requested in writing to Dereham Town Council at the time of booking.
47. Smoke and vapour effects can give rise to a variety of hazards depending on the substances used. Manufacturers and suppliers must provide information about the hazards which may arise from their products. This information should be obtained and used when the hirer carries out their risk assessment.
48. Flammable liquids or highly flammable articles shall not be brought into or used in any part of the Memorial Hall. Naked flames are also not permitted. In the case of a hirer wishing to light candles on a cake, a written request must be made to Dereham Town Council at the time of booking.
49. When installing scenery lights, lamps and any other apparatus which is liable to become heated, care must be taken to ensure they do not come into contact with combustible materials.
50. Mr Anthony Needham is the Designated Premises Supervisor. The hirer must give Mr Needham, or any member of Dereham Town Council staff, access to all areas of the hall as requested to ensure that they are being used safely and in accordance with the conditions of hire.

Insurance

51. Individuals hiring the Memorial Hall for private parties, wedding receptions or similar, are covered for injury and damage arising out of the use of the premises under Dereham Town Council's own insurance.
52. Organisations, clubs, societies, groups or similar hiring the Memorial Hall must have Public Liability Insurance, and a copy must be provided to Dereham Town Council.
53. Hirers shall indemnify Dereham Town Council against any technical or legal penalties or liabilities incurred during the hire period, or in respect of any loss or damage suffered or sustained by any person in consequence of any default or injury arising from activities organised by the hirer.

Damage to Premises

54. Hirers shall not fix any items to the walls, floors, stage or any other fixtures and fittings, without prior authorisation from the Caretaker. **No blue/white tac or sellotape is to be used.**
55. A proportion of the security deposit will be retained to compensate for any damage caused – please refer to attached Damages List.

56. Dereham Town Council reserves the right to recover from the hirer any repair costs incurred. Should Council property go missing during the hire period, the hirer will be required to cover any replacement costs. In certain circumstances, the Council may ask a hirer to provide a guarantee against loss.

Premises Licence

57. Under the terms of the Licencing Act 2003, the Memorial Hall has been granted a Premises Licence by Breckland Council, acting as the Licencing Authority. This regulates the use of the premises for certain forms of public entertainment. The Designated Premises Supervisor (DPS) is Mr Anthony Needham, the Town Clerk.
58. The current licence authorises the following from Monday to Sunday:-

Opening Hours	7:30am – 1:00am
Provision of Regulated Entertainment	8:30am – midnight
Provision of Entertainment Facilities	8:30am – midnight
Provision of late night refreshment	11:00pm – 1:00am
Sale by retail of alcohol	11:30am – 1:00am

59. Dereham Town Council limits the period of hire to midnight, however if the hirer wishes to extend the booking time until 1:00am, this must be requested at the time of booking (surcharge applies). Unless extended hours are granted, entertainment and sale and provision of alcohol must terminate at 23:00 hours.

Complaints

60. Any complaints with regard to the management or control of the premises, must be made in writing in writing to Dereham Town Council.

Conditions of Hire

61. Dereham Town Council reserves the right to make amendments to the Terms of Hire at any time.

I confirm that I have read and understood the Terms of Hire for Dereham Memorial Hall, and will comply with them.

Signature: Date:.....

Name (please print):

Please sign and return one copy with the booking form