

# The Drill Hall Chepstow Bookings Policy

Drill Hall Chepstow  
Lower Church Street, Chepstow NP16 5HJ

## 1. General Principles

- 1.1. The Drill Hall is an arts centre and community events venue managed by The Drill Hall Management Committee on behalf of Chepstow Town Council. The Drill Hall is available for hire by third parties.
- 1.2. Bookings are accepted from all sections of the community with preference given to local individuals, local groups, companies or organisations and partner organisations.
- 1.3. There will, however, be infrequent occasions when the Drill Hall cannot immediately be confirmed as available e.g.
  - Every 2 years the Chepstow Festival makes a provisional booking of the Hall from mid June to mid July to allow local groups to decide what events they wish to hold there. As soon as these bookings are confirmed, unwanted dates are released for general hire.
  - Occasionally the Drill Hall is reserved as a wet weather venue for expensive outside events for which a large hiring fee has been made.
  - Chepstow Museum, which is a partner organisation, has a special arrangement through the lease with the Town Council allowing bookings of up to 100 sessions per year (a session being half a day) for its learning and cultural programme. These sessions must be booked 3 months in advance and on average the museum uses less than half of the allocated sessions per year.

## 2. Description of the premises available for hire

- 2.1. The Hall can seat 225 for lectures, theatre, concerts, cinema or conferences, 225 for dancing and 178 seated at tables and dancing.
- 2.2. There is a kitchen/bar containing a basic set of plates crockery and cutlery and glasses and an industrial dishwasher with a three-minute cycle time.
- 2.3. The Hall contains a stage measuring approximately 7.2m by 9m (the front 3.6m x 9m being comprised of moveable blocks), theatre lighting and two dressing rooms each with their own toilet facilities
- 2.4. All parts of the Hall are fully accessible for wheelchair users
- 2.5. There are conference and lecture facilities including a sound system with radio microphone, display screens, projection screens, overhead and slide projectors etc.
- 2.6. The kitchen facilities, theatre lighting and conference/lecture systems are available to hire at an additional cost

### **3. Types of Events Which Can be Booked**

3.1. The Hall can be hired for a wide range of events including:

- Club and society meetings
- Community and social events
- Some private parties
- Theatre, concert and cinema performances
- Lectures, conferences, sales, exhibitions and day schools
- Some commercial uses.

3.2. If you wish to use the Drill Hall for any other types of events, please contact the Caretaker to discuss the suitability of the venue.

### **4. Types of Events for Which Bookings May Not be Accepted**

- 4.1. Bookings will not be accepted, which in the opinion of the Drill Hall Management Committee, have the potential to cause damage to the reputation or the fabric of the Hall
- 4.2. Any regular booking requests of a religious nature or affiliation will be considered on a case by case basis, although one-off bookings are generally acceptable.
- 4.3. Party political bookings are not accepted with the exception of electoral hustings where all participating parties have been invited to attend.

### **5. Current Booking Procedure**

- 5.1. Bookings are accepted and confirmed by email to [ctcDrillHall@aol.com](mailto:ctcDrillHall@aol.com)
- 5.2. Where no email access is available or possible please contact Chepstow Town Council in the first instance on 01291 626370.
- 5.3. Bookings are made by supplying relevant information including full name, address, contact phone numbers, date or dates required, booking type, numbers attending, special requirements, open and close times.
- 5.4. Requested dates/times are checked against the database to see they are free and the Drill Hall caretaker will notify whether the dates/times are available with a reply to the email address used.
- 5.5. The hirer must confirm in a timely manner that they wish to continue with the booking otherwise the dates/times may be taken by other hirers.
- 5.6. Invoices are sent to the same email address unless an alternative address is provided.

### **6. Provisional Bookings**

- 6.1. Provisional bookings are accepted but must be confirmed as soon as possible. If another party requests the same date then the first party is contacted to confirm or release the date. If the

first party does not respond within 3 days the date will be released.

## **7. Booking Deposit**

- 7.1. The hirer may be required to pay a fixed deposit fee which is non-returnable if the booking is cancelled within two weeks of the event date. See Appendix 1 for the deposit fee.
- 7.2. If a booking deposit is required it will be deducted from the hire cost invoice.
- 7.3. If a booking deposit is required, the booking will only be secured on receipt of the deposit.

## **8. Security Deposit**

- 8.1. A security deposit may be required depending on the type of event being booked. See Appendix 1 for the security deposit charges
- 8.2. A security deposit will be required where a private caterer will be using the kitchen facilities.
- 8.3. A security deposit will be returned provided that no damage or loss has been caused to the premises or Drill Hall equipment and/or contents nor complaints made to the Drill Hall Management Committee or its representative about noise or other disturbance as a result of the hiring

## **9. Hire Charges**

- 9.1. Hire charges are shown in Appendix 1 and will be confirmed by the Drill Hall caretaker/administrator.
- 9.2. We reserve the right to charge the full fee if an event is cancelled within 48 hours of the event date or if the hirer fails to attend/the event does not happen.
- 9.3. Time required for preparation/set up prior to the event and take down/cleaning after the event etc. must be included in the times requested for hire of the hall.

## **10. Additional Costs/Charges**

- 10.1. Where an event finishes late at night, an additional half day booking for the following morning may be required for the hirer carry out their clearing and cleaning. The Drill Hall caretaker/administrator will advise where this is required. If the following morning is not available, the event must finish in time for the hall to be cleared by midnight.
- 10.2. All non-recyclable rubbish must be completely removed from the premises following an event or hirers can pay for waste disposal at a cost per bag (see Appendix 1). A charge or deduction from the security deposit will be made for any waste left on the premises that has not been agreed/paid for or if paper/plastics have not been separated into the correct recycling bins.
- 10.3. The premises must be left in a clean and tidy condition or a cleaning fee will be charged or be deducted from the security deposit.
- 10.4. If any Drill Hall equipment or the building fabric is damaged an additional charge to cover the cost of replacement or repair will be levied or be deducted from the security deposit.

## **11. Alcohol, Entertainment and Music Performance Licensing**

- 11.1. The hall is licensed for most forms of entertainment and the sale of alcohol
- 11.2. Any requirements for entertainment use and the sale of alcohol must be discussed and agreed with the Drill Hall caretaker/administrator. In some cases where the Drill Hall cannot provide a bar, the hirer may be asked to apply to the licensing authority for a Temporary Event Notice (TEN) to allow the provision of alcohol. At least 10 days are required for approval of a TEN.
- 11.3. The hall does not hold any licences to play or perform music in public except for events organised by the Drill Hall management committee. For non-private events, the hirer or performer/s will need to already hold or apply for a licence if they intend to perform copyrighted music or play recorded music.

## **12. Terms and Conditions**

- 12.1. Each hirer is required to accept the terms and conditions. Making a booking means that the terms and conditions have been accepted.
- 12.2. Regular hirers will receive the terms and conditions on a yearly basis or when there is a change to the terms and conditions.
- 12.3. Other hirers will receive the terms and conditions as part of the booking process.
- 12.4. The terms and conditions cover the booking terms and conditions and the responsibilities of the hirer of the hall.

## **13. Data Protection**

- 13.1. Information including personal data, will be stored in accordance with the Drill Hall Chepstow Personal Data Policy.

#### 14. Appendix 1 Hire Charges

Hire Charges	For the First Hour	For Each Subsequent Hour
<b>Local Events:</b>		
Weekday	£22	£5.50
Weekend	£27.50	£5.50
Evening	£33	£8.25
Weekend Evening	£38.50	£8.25
<b>Private Events &amp; Shows:</b>		
Weekday	£49.50	£8.25
Weekend	£49.50	£8.25
<b>Commercial Events:</b>		
Weekday	£49.50	£16.50
Weekend	£49.50	£16.50
<b>Other Charges</b>		
Booking Deposit (Where Required)	£25	
Security Deposit (Where Required)	£100 for local residents and general use £200 for commercial/receptions, dance and shows	
Stage Use	No Charge	
Stage Lights	£27.50	
Sound System	£27.50	
Kitchen Use	Full use £22 – all facilities Partial use £11 – tea and coffee making facilities	
<b>Waste</b>	<b>XXXX per bag</b>	
<b>Other Costs That Might Be Incurred</b>		
Temporary Event Notice (Where Required)	Obtained by application to Monmouthshire County Council no later than 10 working days before the date of the event, currently £21	
Music licence to play or perform music in public (Where Applicable)	Responsibility of the hirer to obtain where applicable	