

The Drill Hall Chepstow Terms and Conditions of Bookings

Drill Hall Chepstow
Lower Church Street, Chepstow NP16 5HJ

1. Terms and Conditions

- 1.1. Each hirer is required to accept the terms and conditions. Making a booking means that the terms and conditions have been accepted.
- 1.2. Regular hirers will receive the terms and conditions on a yearly basis or when there is a change to the terms and conditions.
- 1.3. Other hirers will receive the terms and conditions as part of the booking process for their hiring.
- 1.4. The terms and conditions cover the booking terms and conditions and the responsibilities of the hirer of the hall.
- 1.5. The hirer agrees that either they will be present during the period of the hiring or they will authorise a person to represent them who will be present during the period of the hiring.
- 1.6. The Drill Hall Chepstow accepts no responsibility for the direct or consequential loss or damage to property belonging to those using the hall including individuals/companies/groups/event suppliers.
- 1.7. The Drill Hall Chepstow accepts no responsibility for accidents caused by inappropriate behaviour and/or inadequate supervision.
- 1.8. The Drill Hall Chepstow reserves the right to refuse, cancel or terminate any booking.
- 1.9. The Drill Hall Chepstow reserves the right of entry, the right to request cessation of any activity which it believes to be illegal, inappropriate or endangering people, property or the reputation of the Drill Hall and reserves the right to require the hall to be vacated.
- 1.10. The hirer will comply fully with the terms and conditions unless identified items are specifically excluded by agreement in writing between the Drill Hall and the hirer.

2. Booking Terms and Conditions

2.1. Booking Deposit

- 2.1.1. 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.
- 2.1.2. If a booking deposit is required it will be deducted from the hire cost invoice.
- 2.1.3. If a booking deposit is required, the booking will only be secured on receipt of the deposit.

2.2. Security Deposit

- 2.2.1. A security deposit may be required depending on the type of event being booked.
- 2.2.2. A security deposit will be required where a private caterer will be using the kitchen facilities.
- 2.2.3. Return of the security deposit is dependent on no damage or loss being caused to the premises or Drill Hall equipment and/or contents nor complaints made to the Drill Hall Management Committee or it's representative about noise or other disturbance during the period of the hiring as a result of the hiring.

2.3. Hire Charges

- 2.3.1. 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.
- 2.3.2. 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.

2.4. Additional Costs/Charges

- 2.4.1. 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.
- 2.4.2. 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. 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.
- 2.4.3. 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.
- 2.4.4. 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.
- 2.4.5. Where the additional charge is paid for use of the kitchen facilities, the hirer or their caterer must check the equipment/facilities in advance of the hire to ensure that they cover their requirements.

2.5. Data Protection

- 2.5.1. Consent to hold personal data in relation to bookings including name, address, telephone numbers, email addresses and payment details is assumed. Personal data is stored in accordance with the Drill Hall Chepstow Personal Data Policy.

3. Responsibilities of Hirers of the Hall

- 3.1. It is the responsibility of anyone hiring the Drill Hall to ensure that the following items relating to health and safety, licensing and good neighbour policy are adhered to.
- 3.2. During the period of hiring, the hirer is responsible for supervision and the behaviour of the people who are using the facility and the hirer is responsible for ensuring that no injuries or damage are caused to people or the reputation/fabric of the hall. Children and vulnerable adults must be supervised at all times.

4. Health and Safety

- 4.1. That fire safety policy is adhered to and hirers will be asked to sign a fire safety form to confirm they have read, understand and accept this.
- 4.2. Fire safety policy includes:
 - 4.2.1. That maximum numbers allowed, including the organisers/performers, are not exceeded.
 - 4.2.2. There should be no naked flames e.g. candles, sparklers.
 - 4.2.3. Any scenery brought into the Drill Hall must be flame retardant.
 - 4.2.4. Any special effects/props e.g. smoke generators etc. which could present a fire risk must be explicitly

identified by the hirer who must demonstrate how they will manage the storage and use.

- 4.2.5. Portable cooking appliances must be explicitly identified by the hirer.
- 4.2.6. The Drill Hall caretaker/administrator or the nominated deputy will have the final say regarding what can or cannot be used.
- 4.2.7. The assignment of a responsible person or persons as fire marshal(s) to:
- familiarise themselves before the event in the use and position of the fire escapes and break glass fire alarms
 - ensure that fire escapes are not obstructed
 - evacuate the building in the case of fire.
 - call the emergency services if required.
- 4.2.8. Regular user groups are responsible for carrying out their own fire drills (using their own systems such as whistle or bell to simulate the fire alarm) and making sure people know where the fire assembly points are.
- 4.3. That hirers ensure that no unsafe or illegal activities are carried out during their hire e.g. sale of goods that are out of date or subject to recall, allowing smoking or vaping inside the building, drug taking/dealing, food not prepared to hygiene standards resulting in food poisoning, use of their own equipment which is unsafe
- 4.4. That hirers ensure that children are adequately supervised
- 4.5. That any electrical equipment brought in and used by anyone hiring the hall must be PAT tested (portable appliance tested) and hirers will be required to sign a record book held at the Drill Hall to confirm they understand and accept this.
- 4.6. That any accidents resulting in injury are recorded in the accident book held in the Drill Hall kitchen and that the caretaker is notified of the accident.
- 4.7. That hirers are responsible for ensuring they have adequate insurance cover.
- 4.8. That if it is a public event with food prepared by an external caterer, they should display a food hygiene rating and certificate.
- 4.9. Note that the kitchen is not certified for food preparation therefore all products offered must be prepared off site.

5. Licensing Requirements

- 5.1. That the hirer complies with the requirements of the Premises Licence where a licensable activity is taking place.
- 5.2. The Drill Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated overleaf:

Activity	The hall is licensed for the activity during the following times
a. The performance of plays	Mon-Sun 09.00 – 23.00
b. The exhibition of films	Mon-Sun 09.00 – 23.00
c. The performance of live music	Mon-Thurs 09.00 – 23.00. Fri-Sat 09.00 – 24.00. Sun 09.00-23.00
d. The playing of recorded music	Mon-Thurs 09.00 – 23.00. Fri-Sat 09.00 – 24.00.

	Sun 09.00-23.00
e. The performance of dance	Mon-Sun 09.00 – 23.00
f. Making music	Mon-Thurs 09.00 – 23.00. Fri-Sat 09.00 – 24.00. Sun 09.00-23.00
g. Dancing	Mon-Sun 09.00 – 23.00
h. The provision of hot food/drink	Mon-Sun 09.00 – 23.00
i. The provision of alcohol	Mon-Thurs 18.00 - 23.00. Fri 18.00 - 23.30. Sat 12.00 - 23.30 Sun 12.00 - 23.00 New Year's Morning until 01.00 Bank Hols 12.00 - 23.00

5.3. The hirer is required to identify whether alcohol will be available at the event. It is the responsibility of the hirer to apply for a Temporary Event Notice (TEN) to the licensing authority if the Drill Hall caretaker/administrator confirms that this is required.

5.4. If the hirer wishes to hold any licensable activity not listed in the table above, or outside the licensed hours listed in the table above, the written consent of the Drill Hall management committee is required and a Temporary Event Notice (TEN) will need to be submitted to the licensing authority.

5.5. A member of the Drill Hall management committee may make themselves available to facilitate licensed activities but in doing so, has the right to refuse to supply alcohol to persons appearing to be under age or to intoxicated or disruptive persons.

5.6. 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.

6. Drill Hall Good Neighbour Policy

6.1. That the Drill Hall good neighbour policy is adhered to:

- prevent or stop anti-social behaviour or inappropriate activities
- keep to the conclusion times of events
- be considerate in terms of smoking/vaping outside the building
- keep noise and disturbance to a minimum, particularly later in the evening
- don't park outside of the marked bays or in the residents' permit holder area of the car park in the evening
- keep speeds low when driving in the car park (beware of children and animals)
- don't leave bottles/drinking cups/litter outside the building
- any recyclables are to be placed in the appropriate coloured bin – red for waste paper and purple for glass and plastic.

Further information

Copies of the following Drill Hall policies are available on request:

Booking Policy, Fire Safety Policy, Health and Safety Policy, Personal Data Policy