

The Drill Hall Chepstow Terms and Conditions of Bookings

The 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 has been a change.
- 1.3. Other hirers will receive the terms and conditions as part of the booking process for their hiring.
- 1.4. If the terms and conditions change, those in force at the date of the event will take precedence over earlier versions.
- 1.5. The terms and conditions cover the booking terms and conditions and the responsibilities of the hirer of the hall.
- 1.6. 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.
- 1.7. 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.
- 1.8. The Drill Hall Chepstow accepts no responsibility for accidents caused by inappropriate behaviour and/or inadequate supervision.
- 1.9. The Drill Hall Chepstow reserves the right to refuse, cancel or terminate any booking.
- 1.10. The Drill Hall Chepstow reserves the right to reduce the capacity of the hall in terms of the maximum number of people allowed in the building.
- 1.11. 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 Chepstow and reserves the right to require the hall to be vacated.
- 1.12. The hirer will comply fully with the terms and conditions unless identified items are specifically excluded by agreement in writing between The Drill Hall Chepstow and the hirer.
- 1.13. The Drill Hall Chepstow accepts no responsibility if The Drill Hall Chepstow or its facilities are not available due to circumstances beyond The Drill Hall Chepstow's control.
- 1.14. Where The Drill Hall Chepstow is hired for a public event, the hirer is responsible for the publicity and advertising of the event. The display of banners advertising the event on the Drill Hall wall/railings requires the permission of the caretaker.

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 by the hirer 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 its 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 by the hirer 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.
- 2.3.3. The hire invoice will be calculated using the hire charges in force at the date of the event. When hire charges change, those with future bookings will be notified and given the opportunity to cancel the hire if the changes are

unacceptable.

2.4. Additional Costs/Charges

- 2.4.1. If the premises are not vacated by the end of the hire period, a charge will be made for the additional period.
- 2.4.2. Where an event finishes late at night, an additional half day booking for the following morning may be required for the hirer to carry out their clearing and cleaning. The Drill Hall Chepstow 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.
- 2.4.3. 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/glass have not been separated into the correct recycling bins.
- 2.4.4. 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.
- 2.4.5. If any Drill Hall equipment or building fabric is altered, damaged or removed from the building, an additional charge to cover the cost of replacement or repair will be levied or deducted from the security deposit.
- 2.4.6. 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 Chepstow 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.

4. Health and Safety

- 4.1. Hirers are responsible for complying strictly with any Welsh and UK government legislation, requirement or advice related to prevention of the spread of disease such as COVID-19, for example in relation to social distancing and group size.
- 4.2. Hirers are responsible for procedures to ensure compliance with 4.1 during their hire and for adhering to these procedures.
- 4.3. Hirers are responsible for providing any personal protective equipment/disposables e.g. masks that are required.
- 4.4. Hirers must submit a COVID-19 risk assessment at least 14 days in advance of their hire identifying the COVID-19 risks associated with their activity and mitigating actions. The hire will not be allowed to proceed without the risk assessment.
- 4.5. Hirers or their representative will be asked to sign a record book to confirm they understand and accept their COVID-19 responsibilities including clauses 4.1 to 4.4 above.
- 4.6. That fire safety policy is adhered to. The hirer is the person responsible for fire safety when Drill Hall staff or volunteers are not on site.
- 4.7. Fire safety policy includes:
 - 4.7.1. That maximum numbers allowed, including organisers/performers/caterers etc, are not exceeded. These are 225 for lectures, theatre, concerts, cinema or conferences, 225 for dancing and 178 seated at tables & dancing unless reduced as per clause 1.10 above.
 - 4.7.2. The Drill Hall Chepstow does not permit smoking and there should be no naked flames e.g. candles, sparklers.
 - 4.7.3. Scenery, props, display boards and similar structures should be constructed and sited not to impose an increased fire risk. Hung curtaining (other than small display samples) must be flame retardant.
 - 4.7.4. 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. Through agreement with the caretaker, the fire alarm may be partly or fully de-activated to allow the use of special effects. In this case the hirer is responsible for posting fire wardens in all the de-activated zones for the whole period during which the alarm is deactivated. The fire wardens are responsible for keeping a fire watch and raising the alarm manually in the event of a fire.
 - 4.7.5. The use of any portable cooking appliances is not permitted unless specifically approved by the caretaker.

- 4.7.6. Electrical equipment must be maintained in good condition and compliant to applicable UK/harmonised standards for such equipment. Professional equipment must be demonstrably inspected and tested for electrical safety at an appropriate interval (“PAT tested”). Suitable regimes are documented in the IET publication “Code of Practice for In-service Inspection and Testing of Electrical Equipment”.
- 4.7.7. The Drill Hall Chepstow reserves the right to deny the use of any equipment they deem unsafe or inappropriate for use in the hall. The Drill Hall Chepstow caretaker/administrator or the nominated deputy will have the final say regarding what can or cannot be used.
- 4.7.8. The assignment by the hirer 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 routes and doors are not obstructed
 - to take charge in the event of a fire alarm including overseeing the evacuation of the building and calling the emergency services if required
 - to ensure a separate person is responsible for overseeing evacuation from the backstage area where events involve the presence of multiple performers back stage
 - adhere to The Drill Hall Chepstow fire safety policy and procedures.
- 4.7.9. Hirers or their representative will be asked to sign a record book to confirm they understand and accept their fire safety responsibilities including clauses 4.7.1 to 4.7.8 above.
- 4.7.10. 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.
- 4.8. 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
- 4.9. That organisations working with children or vulnerable adults must have and follow their own protection policies and procedures.
- 4.10. That hirers ensure that children and vulnerable adults are supervised at all times.
- 4.11. That any accidents resulting in injury are recorded in the accident book held in The Drill Hall Chepstow kitchen and that the caretaker is notified of the accident.
- 4.12. That hirers are responsible for ensuring they have adequate insurance cover for their property whilst it is in The Drill Hall Chepstow.
- 4.13. That organisations must have their own public liability insurance to cover their activities.
- 4.14. That if it is a public event with food prepared by an external caterer, they should display a food hygiene rating and certificate.
- 4.15. Note that the kitchen is not certified for food preparation so 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 Chepstow 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. The Drill Hall Chepstow Good Neighbour Policy

- 6.1. That The Drill Hall Chepstow 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 bins.

7. Feedback

- 7.1. The Drill Hall Management Committee want to ensure that your experience in booking and using the Drill Hall is a good one. Therefore, we would like to obtain feedback after your hire through a very short questionnaire. We do hope that you will take let us know what you thought – good or bad. Also, we welcome any suggestions.

8. Further information

- 8.1. Further information on hirer responsibilities for COVID-19 is available in The Drill Hall Chepstow COVID-19 Hirer Responsibilities. If you have not received this document with your booking confirmation, please contact the caretaker.
- 8.2. A reminder of hirer responsibilities for fire safety is available as The Drill Hall Chepstow Fire Safety Hirer Responsibilities. If you have not received this document with your booking confirmation, please contact the caretaker.
- 8.3. Copies of the following policies are available on request to the caretaker, Booking, Fire Safety, H&S, Complaints, Personal Data.