

GRASSINGTON DEVONSHIRE INSTITUTE

TERMS AND CONDITIONS FOR PREMISES HIRE

The following terms and conditions are applicable for all bookings at Grassington Devonshire Institute (hereafter referred to as GDI) unless any specific conditions have been waived in writing by the Trustees.

1) Bookings

All rooms and combinations of rooms are licensed and available for hire from 0900 hrs to 0100 seven days a week. Some types of event may have restricted start/finish times according to the current Premises License (PL0276). The Trustees reserve the right to limit event times within the licensed hours.

- The premises may be open from 0900 to 0100 Monday to Sunday
- Licensable activities may be carried out between 1000 and 0100 hrs Monday to Sunday
- Alcohol sales are permitted between 1100 and 12 Midnight Friday and Saturday and between 1100 and 2300 Sunday to Thursday

The above times will vary according to current government restrictions.

2) Payment and Bonds

All hirers must complete an online booking request form and in so doing tick GDI's T&C, GDPR and H&S boxes. It is the hirer's responsibility to be familiar with these documents.

Deposits: Only when deposit for the hire has been received can booking be confirmed.

£0 - £150, no deposit

£150 - £300, deposit £50

£300 - £750, deposit £75

£750 and above, deposit £100

The balance becomes due in full within one week **before** the date of the event.

An exception to the above conditions are our Party Night and Wedding Packages where in addition to the deposit stated above a £200 bond is also required one week in advance. This will be refunded in full following a satisfactory inspection of the premises after the event including equipment settings.

Hirers wishing to use GDI's Stage Lighting, other than the Pre- Select Box, and or/ GDI's new audio equipment rather than the old PA systems will be required to pay an advance bond of £150. This will be returned once the equipment has been checked by the caretaker or a trustee to ensure that it has been returned to its original status including wires and connectors.

At the discretion of GDI Trustees, bonds and/or deposits may be waived and/ or payment may be made by the end of the week in which the hire takes place.

3) Alteration of booking

Changes to bookings dates can be accommodated if the new dates required are available.

4) Refunds/ Cancellations

A minimum of 14 days written/emailed notice of cancellation is required. In all cases in which a deposit has been paid, 50% of the deposit will be refunded. If less notice is provided, no refund will be given. Where a deposit has not been requested in advance a charge of 25% of the hire value will be levied. Full payment is due for 'No Shows'.

At the discretion of GDI trustees these charges may be waived.

5) Force Majeure

Where bookings have been made and for reasons beyond the control of GDI the event must be cancelled, a force majeure situation will apply. GDI will do all it can to recover the situation for the customer but GDI will accept no responsibility for losses incurred in such circumstances.

6) Safety

It is a condition of hire that the hirer will follow and abide by all GDI's Health and Safety policies, including Fire Safety and Emergency Evacuation Policies. The current H&S Policy, Risk Assessment and Covid 19 Risk Assessment is available on GDI's website. The hirer must also undertake to keep all corridors free of any item of goods, equipment, packaging, storage boxes and any other item whatsoever.

In accordance with the Emergency Evacuation Policy the hirer will address their audience to explain the fire safety procedures, fire exits, assembly points and escape routes. A pro forma for this is available on request. A headcount should be taken and recorded. This information will be required by the emergency services in the event of a fire or other incident requiring emergency evacuation of the premises.

- Fire exits must always be kept clear and fire doors must not be left propped open under any circumstances.
- Hirers should familiarise themselves with the safety equipment available to assist mobility-impaired people and should ensure they are aware of the arrangements for emergency evacuation.
- The Hirer of the building must make their own arrangements to have sufficient staff available to act as Marshals should an emergency evacuation be required.
- The Hirer should be aware of the location of the fire exits and fire extinguishers.
- Any accidents must be reported to the Caretaker and recorded in the accident record book which is in the first aid box in the main kitchen.

7) Kitchen and Bar

When hiring the Kitchen and Bar the hirer is required to clean all surfaces and equipment to reflect food hygiene requirements before food and drink is prepared and served. The process must be repeated at the end of the hire period. All crockery, cutlery and glasses need to be washed in the dish washer (instructions for use are available in the kitchen). Floor areas must be mopped at the end of the hire period. We encourage all users to use washable crockery and cutlery as large quantities of 'disposables' are not sustainable and overwhelm our bins.

8) Portable Appliance Tested Equipment

If the Hirer wishes to bring their own electrical equipment on site, a valid PAT Certificate will be required for each item. This must be made available for inspection as required.

9) Right of Refusal

GDI may refuse any application for hire of the building without giving a reason. It is the hirer's responsibility to ensure that they accurately describe, in advance, the purpose of the hire. Please note that GDI does not accept bookings for 18th and 21st Birthdays.

10) Alcohol

Alcoholic drinks may be brought and used by the hirer but NO sale of alcoholic drinks may occur without permission being sought from GDI in which case an occasional license for the building shall be in force and charged for. The premises are licensed for the retail sale of alcohol between the following times: -

Friday and Saturday – 1100hrs to 12 Midnight hrs.

Sunday to Thursday inclusive – 1100hrs to 2300 hrs.

No alcohol may be consumed outside the premises as it is contrary to the terms of our licence.

11) Marketing, Advertising and Ticket Sales

When a booking is taken to hire any part of GDI it is understood that the hirer is responsible for their own marketing, advertising, and sale of tickets. GDI will allow advertising for Town Hall events on its notice boards and, where appropriate, website, upon receipt of an appropriately formatted advertisement. GDI will not underwrite any event.

12) Occupation and Use

The hire of the premises is for the specific agreed times and does not entitle the hirer to use or enter the building at any other time. It must only be used for lawful purposes and it is the hirer's responsibility to satisfy themselves that the building is suitable for a particular purpose.

13) Sub-let

The hirer may not sub-let the premises or any part thereof.

14) Breakage and Damage

The hirer is responsible for all damages to the premises, equipment, furniture and property in the premises and grounds occurring during the period of the hire or while people are entering or leaving the building pursuant to the hire, however or by whomever caused. The hirer will be responsible for replacement 'as new' of any equipment, furniture, or property and liable for the full cost of making good any damage. The use of glitter and talcum powder on stage or floor areas is expressly forbidden.

15) Conduct and Good Order

The hirer shall ensure that good order is maintained in the premises during the period of the hire and this extends to those entering or leaving the building and will take reasonable care

to ensure that occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and similar. External doors should not be propped open. GDI reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

16) Late Night

GDI holds a premises licence issued by Craven District Council. Licensable activities may take place between the hours of 1000hrs to 0100 hrs. For late night hires all users of the venue, both organisers and customers, are asked to leave quietly to respect the peace and privacy of those who live nearby.

17) Car Parking

A small amount of car parking is available immediately below and above GDI off Moor Lane. A voluntary donation scheme is currently in place with funds collected being allocated for GDI maintenance. Parking restrictions apply on Moor Lane. Alternatively, a large pay and display car park run by Yorkshire Dales National Park is located on Hebden Road. Hirers and their event participants are requested to park considerately and sensibly to ensure access is always available for emergency vehicles, farm vehicles and private vehicles accessing properties in the GDI vicinity.

18) Condition on Vacation/ Recycling

On vacation of the building the hirer shall leave the building in a clean and orderly state. GDI is committed to recycling in accordance with Craven District Council's requirements. All recyclables must be placed in the orange recycling bins, paper/cardboard in the blue bin provided and all general waste bagged.

19) Accidents and Insurance

GDI has full village and community hall hirer's Public Liability insurance. Except for wilful negligence on the part of GDI it will not be responsible for any loss, damage, or injury to the hirer or any third party on the property. The hirer shall be responsible for arranging appropriate insurance for any activities that may be excluded by this clause. Bouncy Castles are not insured by GDI and will require separate insurance.

20) No additions to the building

No fixtures/fittings of any sort shall be driven into any part of the premises nor placard or other article be fixed hereto.

21) Animals

The hirer shall ensure that no animals except assistance dogs are brought into the premises.

22) Property/ Props

The hirer must remove all property from the building at the end of the hire. GDI accepts no responsibility for any property that is left on the premises after the hire and in the case of bazaars, jumble sales, theatrical performances and other events where property or props

are brought into the building all items at the termination of the hire will be considered the property of the hirer and must be removed.

23) Lighting

No additional lighting or extension from existing lighting shall be used without permission from GDI.

24) Capacities

Our total building capacity is 300 including staff and volunteers. Individual room capacities are detailed on GDI's website. The maximum number of people allowed in the Main Hall, Octagon or other rooms **must** be agreed with GDI and the number of entries **must** be controlled by the hirer. At all times capacities must follow the current GDI Risk Assessment.

25) Smoking

Smoking, including the use of vape equipment, is NOT permitted in any part of the building at any time. Due to the proximity of roads close to the main entrance doors, GDI regrets that no smoking shelter or other facility for smoking can be provided.

26) Hire Period

The hire period is the time that the hirer commences and finishes using the premises and includes time for setting up and clearing up.

27) Previous poor payment

Any intended user with a history of arrears/poor payment may be asked to pay in full at time of booking.

27) Sudden Closure

GDI may close with little or no notice if required to do so by Government-enforced rules or Covid 19-related restrictions on trade.

28) Overnight Stays

GDI does not permit overnight stays by hirers.

29) Booking Rationale

A **Party Night** is defined as the hall, bar plus kitchen being hired for the purpose of a party whatever the occasion. Party Night is a 24 hour period starting either Friday or Saturday at 1300 hrs. When GDI is hired out for the purpose of a party the bar needs stocking and the hall may be decorated. Other rooms not included in the package may be hired to compatible users. A post party tidy up morning is included in the package to ensure that the hirer leaves the premises as they found them in 18 above.

GDI is licensed for an official secular wedding ceremony, expires July 2025. Our **Wedding Package** is defined as an exclusive hire for a wedding party. GDI premises will be exclusively for the use of the hirer for the hire period, excluding the snooker room but including the lockable changing rooms and Ladies' Room.

Bar. GDI holds a valid licence as part of its premises licence, see 10 above. Bar hire includes a fully set up bar in the foyer with one hand pump and a limited glasses stock. It does not include stock or staff. Advice can be offered to assist with this.

Kitchen hire. Includes all equipment, crockery, cooking and cleaning facilities. Catering hire is defined as oven use and food preparation, is chargeable and offered for exclusive use. Kitchen use for light refreshments only, excluding oven use and food preparation is free of charge.

GDI/CD
Feb 2024