

GRASSINGTON DEVONSHIRE INSTITUTE

TERMS AND CONDITIONS FOR HIRING THE PREMISES

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 by the Trustees. If this happens the waived conditions will be confirmed in writing.

1) Bookings

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

- The premises may be accessible from 0900 to 0100 Monday to Sunday.
- Licensable activities may be carried out between 0900 and 0100 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 may vary in accordance with statutory or regulatory restrictions.

2) Payment

Payment in full becomes due one week after the date of the event. In the case of recurring use, where the established user rate is applicable and agreed by the Trustees, payment must be made by the end of the week in which the hire takes place.

Standard Rate Party Night and Wedding packages are subject to a deposit of £150. The balancing payment is due one week **before** the event date. A £200 bond is also required, one week in advance, but this will be refunded in full following a satisfactory inspection of the premises including equipment settings after the event.

3) Alteration of booking

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

4) Refunds

A minimum of 14 days written/emailed notice of cancellation is required. If less notice is provided, a charge, equivalent to 25% of the hire value, will be levied.

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 the 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 and a copy is posted on the notice board in the Town Hall foyer. 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 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 accident 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

The hiring of the Kitchen and Bar requires the hirer 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 refuse bins.

8) Portable Appliance Tested Equipment

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

9) Right of Refusal

GDI may refuse any application for hire of the building without giving a reason.

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 by GDI for the retail sale of alcohol, which is permitted only between the following times: -

Friday and Saturday – 1100hrs to 12 midnight.

Sunday to Thursday inclusive – 1100hrs to 2300hrs.

No alcohol may be consumed outside of the premises as this would be a contravention of the terms of GDI's licence.

11) Marketing, Advertising and Ticket Sales

When a booking is taken to hire any part of the 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. The 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.

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 0900hrs and 0100hrs. The premises must be vacated by 0100hrs. 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 the Town Hall off Moor Lane. A voluntary donation scheme, with funds collected being allocated for the maintenance of the Town Hall, is currently in place. 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 vicinity of the Town Hall.

18) Condition on Vacation

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

Except for willful negligence on the part of GDI, GDI will not be responsible for any loss, damage, or injury to the hirer or any third party on the premises. This includes equipment and property brought onto the premises. The hirer shall be responsible for arranging appropriate insurance for any activities, including property and equipment, that may be excluded by this clause. For example, 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 without permission.

22) Property

The hirer must remove all property brought into the premises 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 and other events where property is brought into the building for sale, all property remaining unsold 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

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

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

28) Overnight stays

GDI does not permit hirers or those attending events to stay overnight on the premises.

Booking rationale

A 'Party Night' is defined as the hire of the Main Hall, foyer bar plus kitchen 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 the premises are hired out for the purpose of a party the bar will need to be stocked by the hirer and the Main 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, as described in 18 above.

GDI is licensed for an official (secular) wedding ceremony (expiring 31st July 2025). Our 'Wedding Package' is defined as an exclusive hire for a wedding party. The premises will be exclusively for the use of the hirer for the entire hire period, excluding the snooker room but including the lockable changing rooms and Ladies' Room.

Bar. GDI holds a valid licence, as part of the Premises Licence (see 10 above).

Bar hire includes a fully set up bar in the foyer with one hand pump and a limited stock of glasses. It does not include stock or staff. Advice can be provided by the Caretaker (Designated Premises Supervisor) to assist with this.

Kitchen. Hire includes all equipment, crockery, cooking and cleaning facilities. Catering hire is defined as oven use and food preparation. Kitchen use for light refreshments is free of charge.

Revised by GDI Trustees
August 2022