

**HALSTEAD TOWN COUNCIL**  
 Queens Hall, Chipping Hill,  
 Halstead, Essex. CO9 2BY  
 Telephone: 01787 476480  
 Email: [reception@halsteadtowncouncil.org.uk](mailto:reception@halsteadtowncouncil.org.uk)

In line with other Councils around the country, Halstead Town Council has agreed a policy of using email as its preferred means of communication. Please put your email address on every communication you have with us.



**APPLICATION FOR THE HIRE OF THE QUEENS HALL**  
**THIS IS A NON SMOKING VENUE**  
**PYROTECHNICS & SMOKE MACHINES ARE STRICTLY PROHIBITED**

Please complete in block capitals and delete where necessary.

Name & Address of Hirer:	ORGANISATION:
	TYPE OF FUNCTION:
Telephone No: Home: Work: Mobile: Email:	DATE/S REQUIRED:
SETTING UP TIME: (charged at ½ the hourly rate for the first hour)  FUNCTION START TIME:  HIRE FINISH TIME: (to include clearing up)  <b>PREMISES CANNOT BE ENTERED PRIOR TO THE BOOKED TIME AND FAILURE TO VACATE BY THE STATED TIME WILL RESULT IN A PENALTY CHARGE AS STATED BELOW.*</b>  <b>CAR PARK AVAILABLE ONLY FOR THE HOURS THE HALL IS BOOKED.</b>	<b>THE HIRE CHARGE FOR THIS FUNCTION WILL BE:</b> £                      PER HOUR OR PART THEREOF Registered Charity Number (if applicable)
	Use of PA System      YES/NO      £5.00 Use of Stage              YES/NO      £10.00 Please tick size required (metres) 2.25m x 3m or 4.5m x 3m
	<b>Recommended Capacity for Functions:</b>  SIT DOWN MEAL: 120    DANCING: 200 FINGER BUFFET: 200    FORMAL MEETINGS: 200
	Max. No. of people attending this function:
	WILL LIVE MUSIC BE PLAYED?      YES/NO  WILL RECORDED MUSIC BE PLAYED?    YES/NO

**ALL HIRERS ARE ADVISED TO READ THE TERMS AND CONDITIONS OF HIRE CONTAINED IN THIS APPLICATION PACK – further copies available on request**

I am over the age of 21 years and hereby apply for the use of the Queens Hall and agree to pay in advance, the full invoice value prior to the commencement of the booking.

I agree to comply with the Terms and Conditions of Hire, (copy attached) which I have read and understood (please note in particular condition No 3). I also understand that the charges may vary at any time by virtue of condition 15, set out under the hiring conditions attached with this form. I agree to the council holding my personal data.

I understand that use of the kitchen and crockery is included in this booking and I agree to use induction compliant saucepans on the hob. I will leave the kitchen and crockery in a clean and tidy condition.

I enclose the sum of £                      as a damage deposit (minimum deposit of £100.00 depending on type of function), which will be returned providing no damage occurs and the hired premises have been totally vacated by the stated time. \* £25.00 will be charged for each 30 minutes of time or part thereof the booking time is exceeded. I agree to the council holding my personal data for use in connection with the hire of Queens Hall.

Signed.....Date.....

Please note that should any booking be unacceptable; the hirer will be notified and any monies paid will be refunded.

**For official use only:**

**Damage Deposit: £**                      **Receipt No & Date:**  
 Category: A    B(i)    B(ii)    C    D                      **Invoice Number:**

**18 – 25 PARTIES OR PUBLIC EVENTS**

**INFORMATION ON DOOR STAFF HIRED FOR THIS EVENT**

**NAME OF STEWARDS FOR PUBLIC EVENTS.**

- Which company have you used to employ door staff for this event?

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Please supply company name address and contact details for both office hours and the hours of your event if different.

Registration Card Numbers of Door Staff:

Name of Stewards for Public Events:

1:

2:

3:

4:

5:

6:

**QUEENS HALL  
CHIPPING HILL HALSTEAD CO9 2BY  
SCALE OF CHARGES**

**Category A**

Commercial hirers (any hirer whose function is conducted for gain or reward for the benefit of the hirer or other commercial group). **£ 31.50 per hour**

**Category B (i)**

Non commercial hirers – Wedding receptions and Private Parties. **£ 20.00 per hour**

**Category B (ii)**

Hirers whose function is for the benefit of a Voluntary Organisation, Public Body meeting etc.

**Monday to Thursday inclusive      £13.50 per hour**

**Friday to Sunday inclusive          £18.00 per hour**

**Category C**

Charitable Rate for Funding Raising Events (Registered Charity No. Required): **£ 12.00**

**Category D**

Special rates approved by the Council on an individual basis for hiring's where special circumstances prevail.

**A £100 DAMAGE DEPOSIT IS REQUIRED FOR MAJORITY OF BOOKINGS, HOWEVER, A £500 DEPOSIT IS REQUIRED FOR 18 – 25 AGE GROUP PARTIES. THE HIRER MUST REMAIN ON THE PREMISES UNTIL THE HALL IS HANDED OVER TO THE CARETAKER.**

**Bands/Disco**

If your function includes the provision of a band or disco please ensure that the time booked includes sufficient setting up and clearing up time. Overrunning your booking time may result in the loss of part/all of your deposit. (See \* penalty charge on booking form).

**Private Bar Hire**

**If you hire a company to provide a private bar, that will be selling alcohol, you must notify the Council and provide a copy of their licence to sell alcohol.**

**Regular Bookings Discount**

For groups wishing to make a regular booking of the hall the above categories will be applied subject to certain discounts. If you are booking 5 or more dates at one time then please ask for further information. Any discount must be agreed in advance and approved in writing by the Town Clerk.

**Important Note.**

**USE OF DOOR STAFF.**

Any parties that are held for the 18 to 25 year age group fully qualified door staff who are registered with the Security Industry Authority (SIA) must be employed. Door staff must be in possession of their registration card throughout the period of the function. Information regarding the hire of door staff can be obtained from:

<b>Regency Security Services (UK) Ltd</b>	<b>01376 528 888</b>
<b>Show &amp; Events Security Ltd</b>	<b>020 8804 5058</b>
<b>Gainsborough Events Management</b>	<b>0844 558 4444</b>

## Conditions of Hire

1. The person who signs the form of application for the hiring shall be deemed to be the hirer and such person shall be responsible, both personally, and as an agent, for any organization whom he represents, for the payment of charges in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations herein contained and on the part of the hirer to be observed and performed and in respect thereof, the hirer and such organization shall be jointly and severally liable.

2. The Council reserve the right to cancel or refuse the hiring on all or any of the dates so hired or applied for, such cancellations or refusals normally being for the following purposes:-

- a) If the hall be required for use in any national emergency or for any purposes considered by the Council to be of major importance and this will be deemed to apply to Council elections, or
- b) If the Council is of the opinion that the hiring would not be in the public interest or because of disorderly and disruptive conduct at a previous hiring.

In such cases the Council shall give the hirer notice thereof as early as possible in the prevailing circumstances, and the Council shall not be held responsible for any loss occasioned to the hirer in consequence thereof, in the event of cancellation by the Council, any sum paid by the hirer will normally be refunded unless appropriated towards meeting any damages or other expenses incurred by the Council. The Council may also cancel a booking without notice if the full amount of the hiring charge has not been paid at least one month before the hiring date.

3. Hirers will be allowed to cancel or postpone a booking on condition that, if 28 or more day's notice is given, half fees will be payable, and if less than 14 day's notice, full fees will be payable unless, in either case, the hall is rebooked or is otherwise decided. An administration charge of £25 will be deducted from refund of fees should hall/room be rebooked.

The Hirer must not leave the hall unattended during the hours of hire.

3 a) Long Term Bookings are subject to 3 months notice.

4. No alcoholic liquor shall be supplied or consumed in contravention of any of the licensing laws.

5. The hirer will indemnify the Council in respect of:-

- i] All damage [which expression includes damage, loss or destruction to their building occurring during the period of hire, including the whole of any building notwithstanding the hiring may be of part only and damage, loss or destruction to the contents of such building, including fittings, furniture and furnishings howsoever or by whomsoever caused.
- ii] All claims [which expression includes all actions, claims and demands relating to or being directly or indirectly as a result of, or in consequence of the hiring hereby granted.

Provided that:-

- a) The hirer shall not be liable in respect of damages or claims arising wholly by reason of:-

Fires, lightning or explosion not attributable to the act of any person. The negligence of any servant or agent of the Council. Any defects in the building hired, or the Council's property therein of which the hirer was not aware and could not reasonably have been aware.

- b) The hirer shall be liable in respect of the acts of himself or any member, servant or agent of the club, society, company or organization for whom the hirer acts or for whose benefit the hiring is made [such member, servant or agent being hereinafter referred to as 'a member of the hirer's organization'].
- c) The hirer shall not infringe any existing copyright or performing right and shall indemnify the Council against all sums of money which the Council may have to pay by reason of any infringement or copyright of performing right occurring during the period of hire. [The Council has executed arrangements for performing right licenses, but this excludes juke boxes, hired recordings and any use in association with music videos unless the hirer has first obtained the necessary licence from Phonographic Performance Ltd. The hirer shall be responsible for submitting the necessary Returns to the Performing Rights Society, showing full details of all singing, music or other public entertainment of the like kind, boxing, wrestling or the public performance of plays for which a licence for the premises is required to be granted, unless such a licence has been so granted. In the case of such hiring where licenses have been granted, the hirer shall observe and perform all the rules and regulations current at the time and contained in the licenses granted in respect of the hall. A copy of such rules and regulations is open to inspection at the office of the Councillor the place of hire prior to the signing thereof, and the hirer is hereby deemed to have full knowledge thereof.

6. The Council reserve unto themselves and their duly authorized officials the right to enter the premises at all times.

7. No nails, screws, etc. shall be driven into, or adhesive [including Bluetac] fixed to any of the walls, floors, ceilings, furniture or fittings during the period of hire unless so authorized by the Council's employee in attendance. Any alteration or addition to the electrical system is strictly forbidden, except with the approval of the Council's officer which may be given subject to conditions which the hirer shall be required to observe. Furthermore, any such work, including the fixing of lighting or spotlights shall be carried out by a qualified electrician.

8. The hirer shall vacate the premises at the time stipulated and shall leave the premises, fixtures, furniture, crockery and other property in a reasonably clean and tidy condition. The hirer shall ensure that caterers, contractors or others supplying or serving refreshments, decorations, etc. move from the premises all their articles and property by arrangement with the Council's employee in attendance. Any article or property belonging to the hirer or any caterer or contractor or other person left on the premises after the hiring may be removed by Council and the cost shall be paid by the hirer. The Council will not accept liability for any loss or damage to property left at the premises.

9. All fire and safety regulations must be strictly adhered to by the hirer who shall in no way interfere with fire appliances. Fire fighting appliances must only be used in extreme emergencies where life is at risk.
10. Hirers must ensure as far as reasonably practicable that all electrical equipment used by the hirer, contractor i.e. Disco/Band, has been tested in accordance with the "Electricity at Work Regulations 1989" Portable and Transportable Appliance (P.A.T.) testing.
11. Pyrotechnics and Smoke Machines are strictly forbidden.
12. The hirer must notify the town clerk in writing six weeks prior to event seek approval with regard to seating, layout of tables, use of stage, scenery, lasers, decorations, licensed bar, etc.
13. The hirer, at public dances and similar functions open to the public must appoint a responsible person to whom the Council employee can refer in case of need. A minimum of six stewards shall be in attendance at public parties, public dances and similar public functions. Please

supply details on reverse of booking form.

13 a) Teenage to 25yrs parties. £500.00 deposit to be paid. Qualified door staff must be in attendance for the full duration of the booking.

14. The hirer shall, at all times in respect of his hiring, comply with legislation or regulations made thereunder. The hirer will ensure that during the hire, noise is kept to a minimum (keeping external doors and windows closed where possible) all users of the hall leave the premises in a quiet and orderly manner.

15. The hiring charges for the hall are set out on the form attached and are applicable at the time of booking, but the Council reserves the right to vary such charges from time to time on giving the hirer as much notice as possible of such revised charges and the hirer shall, on demand, pay the difference or be permitted to cancel the booking.

16. Smoking is strictly prohibited. The damage deposit will not be returned if evidence of smoking is found.

#### CLASSIFICATION OF HIRERS

- 'A' Commercial hirers, i.e. any hirer whose function is conducted for private gain or reward for the sole benefit of the hirer.
- 'B' (i) Non-Commercial Hirers i.e. Wedding receptions and Private parties.
- 'B' (ii) Non-Commercial hirers, i.e. any hirer whose function is conducted for gain or reward for the benefit of a voluntary organization. [This category applies to most local voluntary organizations].
- 'C' Charitable rate for Fund Raising Events. **Hirers must be a registered charity and provide their charity number.**
- 'D' Special rates approved by the Council on an individual basis for hiring's where special circumstances prevail.

**NOTES ON INSURANCE-** The attention of ALL HIRERS is drawn to the Indemnity given to them by the Council upon acceptance of the Conditions of Hire [see Condition no.5]

**Commercial hirers receive NO protection under the Council's Insurance and they are strongly advised to make quite sure they are fully protected by Insurance in respect of Fire, Property Damage and Public Liability in connection with the hiring. [The hirer may be required to produce an Insurance Policy.]**

**YOU ARE ADVISED TO CHECK WITH YOUR INSURANCE COMPANY THAT YOU ARE ADEQUATELY COVERED FOR THIS HIRING.**

**Non-commercial hirers [Category 'B' and 'C']- in order to assist non-commercial hirers, the Council's Insurance has been extended to cover all damage to the Council's property by fire, lightning and explosion for which the hirer, or a member of the hirer's organization may be held liable [subject to a limit of £500,000 in respect of any one claim]. THE COUNCIL ONLY INSURES THE HIRER FOR DAMAGE TO PROPERTY BY FIRE, EXPLOSION AND LIGHTNING. ANY FURTHER INSURANCE COVER FOR PROPERTY DAMAGE AND PUBLIC LIABILITY IS THE RESPONSIBILITY OF THE HIRER.**



## **Halstead Town Council Fire Safety procedure at Queens Hall**

Halstead Town Council puts the safety of all employees and visitors first, and in the case of fire the safe evacuation of and accounting for all those present is the first consideration.

Fire exits are at the front door, the double doors on the car park side of the Hall, and at the back of the Hall near the kitchen.

If fire is discovered, act immediately:

1. Activate the fire alarm system by breaking glass. Break glass points are on the walls at the front and back on the car park side of the Hall
2. Leave the building, closing doors behind you where possible, by the nearest exit and walk away from the building to the Assembly point at the main gate. Do not collect belongings
3. Call 999 and ask for the Fire Service
4. Call the Queen's Hall mobile 07913 692371 to inform the Council's duty officer
5. Carry out a roll call to check that all who were in the building are accounted for
6. Remain outside the building until told by the Fire service (or the responsible officer) that it is safe to return

## Queens Hall Floor Plan

Name of Applicant and Event:

Date booked:

Number of Tables: L 6ft(18) , M 4ft (2), S 3ft(10):

Number of Chairs: (170 max)

Other Details:

Hall is 17.5m x 8m (approx 57' x 26'')

Height approx. 4.2m. max 8 tables on

right side and 6 on the kitchen side

Floor area not to scale

