

Gisburn Festival Hall Terms and Conditions of Hire

We ask that you read and understand these Terms and Conditions of hire before making your booking.

CAPACITY: The maximum number of people in the hall (i.e. Includes all organisers, helpers etc in every part of the hall) is 150.

1. Cost of letting is reviewed annually and prices charged will be those in force at the time of the let regardless of when the booking was made. However, at the discretion of the Committee, pre-payment of bookings will secure the rate in force at the time of booking.
2. If a deposit is required, deposits will be banked no earlier than 28 days prior to the let. Deposits are refundable on satisfactory inspection of cleanliness of the Hall, grounds and contents. Amount of deposit payable is at the Booking Secretary's discretion.
3. Full payment for single events must be made 28 days before the event or the booking will be cancelled. Short Notice bookings less than 28 days before the event will require full payment at the time of booking. **Cancellation by the Hirer within 28 days of the event will incur a charge of 50% of the deposit.**
4. The Hall is hired for a specific period and must be vacated by the agreed time. At the discretion of the Booking Secretary a surcharge of £20.00 per hour (or part hour) can be charged if the Hall is not cleared at the agreed time. The hiring shall be strictly limited to the use for which the premises are booked, and users shall use the premises so as not to cause annoyance or inconvenience to occupiers of adjoining properties and others especially if it is late at night.
5. The Hirer is responsible for any damage or loss to the Hall & grounds during the hire period, and for the Hall & grounds being left in a reasonably clean condition. If the Hall & grounds are left in an unsatisfactory state, or if there is loss of or damage to property belonging to Gisburn Festival Hall, the booking deposit will be forfeit. In extreme cases any additional costs for cleaning, repairs or loss replacement of property belonging to Gisburn Festival Hall may be levied on the Hirer.
6. Payment for recurring lets will be invoiced monthly and paid within 15 days of the invoice date.
7. All bookings. Floors to all areas used must be swept and tidied after use. Mops and brooms are in the cupboard in the disabled toilet. Toilets and sinks must be left clean and tidy as found. If used kitchen surfaces, utensils and equipment should be left clean and tidy.
8. Tables and chairs, having been wiped over, must be returned to any store area obtained from and chairs left stacked along the wall. Rubbish must be bagged and placed in or adjacent to the bins in the car park. Broken glass must be wrapped before disposal. No liquids to be emptied in the bin.

9. Any equipment belonging to groups must be returned to the groups designated storage space after use. Groups may not store equipment in areas other than their designated storage areas without specific permission from the Management Committee obtained at a Management Committee meeting.
10. If equipment or other items belonging to groups is left contrary to the above the Committee shall accept no liability for loss or damage to such items and reserves the right to remove or dispose of such items or equipment at their discretion.
11. The Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
12. Decorations such as balloons and streamers, posters and leaflets may only be attached to the wooden rail or designated notice boards. The use pins, adhesive tape and Blu-tac by groups to secure items on the walls is strictly prohibited and such items will be removed.
13. The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble in the car park or other nominated assembly area. Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the deposit. Fire Doors MUST remain unobstructed during a let.
14. Fireworks. Bringing Fireworks into, or the ignition of Fireworks in the Hall or grounds, is expressly forbidden.
15. **Consumption of Alcohol.** It is the responsibility of the Hirer to have the necessary licence for the sale of alcohol in the Festival Hall. This will normally be obtained by the Bar licensee. A copy of the licence must be given to the Booking Secretary before the keys are handed over. **Strictly no licence, no let.**
16. Any electrical equipment brought onto the Hall premises by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, Etc.) must be PAT Certified.
17. Amplified music must not be played after 12pm and the Hall vacated, locked and secured by 1am. The noise level within the hall must be kept at an acceptable level, (85 decibels is recommended by the Environmental Health Dept.). Base in discos must be filtered if possible. It is also your responsibility to ensure that all doors and windows are kept closed at all times whilst music is being played.
18. A Hearing Loop in the main Hall is available for use by prior arrangement.
19. Please ensure that all heaters and lights are switched off, and all doors and windows are securely closed when you lock up the Hall and return keys to key holder.
20. The Management Committee endeavour to provide a Hall that is clean and tidy for all users and at as reasonable a cost that we can. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the Hall.

Any Hirer who does not abide by them will incur, by way of the loss of all or part of their deposit, extra charges for cleaning or tidying of the Hall and grounds or cancellation of future bookings.

21. Any disputes between the Hirer and the Management Committee will be decided by the Management Committee whose decision shall be final.
22. All accidents or personal injuries must be recorded in the accident book (in kitchen) and reported to the secretary at the end of the booking.
23. The Management Committee reserve the right to change these Terms & Conditions at any time at their discretion.

We thank you for your co-operation and hope that you enjoy the use of the Festival Hall. If you have, please tell others; if you have not, please tell us.

Gisburn Festival Hall is managed by a Charitable Trust and funded by income from lets and local fund raising, and we would welcome any thoughts you may have on how we may be able to improve our service or facilities. Donations welcome.