



Sherborne Town Council

Terms & Conditions of Hire for Digby Hall including Fire Regulations Digby Hall, Hound Street, Sherborne, DT9 3AA

1 January 2019

1. The Sherborne Town Council reserves the right to refuse any request to hire the Hall or any of the other facilities without giving any reasons for such refusal.
2. Twenty-eight days clear notice must be given in the event of the cancellation of a booking or the appropriate charges will be payable.
3. When hired for public music and dancing or for the performance of plays the Hall shall be used strictly in accordance with the Conditions attached to the Community Premises Licence issued by West Dorset District Council. These conditions may be seen at the Digby Hall or the Council Offices on request.
4. To conform to requirements laid down by the Fire Department, seating/tables shall be set out as per the diagram attached and shall not obstruct the fire exits. The gangways shall be left around the perimeter and across the centre of the Main Hall in each direction (see diagram) and these gangways shall be kept clear of ALL obstructions before, during and after each event.
5. The designated fire doors shown on the attached drawing shall be kept closed at all times and shall be kept clear of obstructions.
6. Parking of vehicles is not permitted on the grassed area in front of the building as this is a designated "Assembly Point" to be used by persons evacuating the halls in an emergency.
7. All alcohol consumed on the premises must be arranged through the licence holder, contact details for whom are given on the booking form and booking instructions. The hirer's contact details will automatically be sent to the Licensee if alcohol is to be consumed at the event. Where the hirer has requested that the Licensee opens the bar for the hirer's event, all drinks (both alcoholic and non alcoholic) must be purchased from the bar.
8. Smoking is not permitted within the building.
9. The release of sky lanterns and helium balloons is prohibited.
10. The Hirer shall not be permitted, except by special arrangement with the Council, to:
 - store or leave anywhere on the premises equipment or materials of any kind
 - alter, fix or add to any part of the building fitting or equipment
 - affix anything to decorated surfaces within the premises without the permission of the Caretaker
11. The Council shall not be liable for any injury caused to persons using the halls or for damage to or loss of any property brought onto the premises.
12. Unless booked exclusively, other rooms in the hall may be separately and simultaneously let. This may at times involve the sharing of kitchen facilities and Hirers are requested to co-operate with, and respect the needs of, other users at all times.
13. Officers of the Council or its Employees reserve the right to exclude and remove from the hall, or any part of it, any person creating a disturbance or using offensive language.

14. Officers of the Council or its Employees shall be entitled, without conditions or charges of any kind, to have access to the premises at all reasonable times for inspection, maintenance or repair and to ensure compliance with these conditions.

15. **The Hirer shall be responsible for:**

- Ensuring that their caterers are compliant with EU Regulations 2004 and hold the required certificate and Public Liability Insurance.
- Obtaining any necessary licence or permit and complying with the requirements of the licence or permit.
- Holding adequate insurance cover in respect of all liabilities which may be incurred in connection with the hiring and use of the Halls. A copy of the insurance to be given to Sherborne Town Council at the time of booking.
- Ensuring and enforcing a good standard of conduct by all persons entering the halls in connection with the Hire.
- Ensuring that the volume of music provided in the hall is kept to a reasonable level and that as little noise as possible is made when leaving the hall at night. There is a noise limiter in the Main Hall and, if exceeded, it will cut in.
- Ensuring that the rooms used, including toilets and cloakroom are cleared of litter and rubbish resulting from the function, that all table tops are wiped clean and all used crockery and kitchen equipment is washed clean and replaced where found. Failure to comply with this condition of hire may result in the levying of an additional charge.
- Setting out and re-stacking of tables and chairs at the end of the hire period unless Caretaker assistance has been requested.
- Removing immediately on termination of the letting any materials, equipment etc. brought into the Hall.
- Covering the cost of making good or replacing as necessary any damage or breakages caused to the building, furniture, fitting equipment or crockery.
- Ensuring the adequacy for his needs of the equipment available for hire or make his own arrangements for supplying alternatives.
- Ensuring that, if hired, the digital projector and the lighting and sound systems shall be operated only by a person familiar with the respective equipment.
- Ensuring that any personal portable electrical equipment brought into the premises displays a current PAT sticker.
- Ensuring that any electrical equipment provided by the Digby Hall is visually inspected prior to use and, if found to be defective, is not used and the defect reported to an Officer of the Council.

Regulatory Reform (Fire Safety) Order 2005 **Action in the event of Fire at Digby Hall**

It is the responsibility of the person/group who is/are hiring the hall/amenity, to familiarise themselves with the location of the Fire Exits, Fire Alarm Call Points, Fire Extinguishers and the Fire Assembly Point, as they are responsible for the persons in their group who are using the facilities within the building. It is also the hirer's responsibility to give a quick talk prior to the start of their event/meeting as to where the Fire Exits and the Fire Assembly Point are located and to ensure the safe evacuation of all from the building.

In the event of discovering a fire break the glass in the fire alarm call point, these are situated as each fire exit and this will activate the fire alarm system within this building. Dial 999 for the Fire/Emergency Services.

The Building Address is Digby Hall, Hound Street, Sherborne, DT9 3AA

Only attempt to tackle the fire with a fire extinguisher if you have had previous training in the use of fire extinguishers or feel confident to do so.

The fire exits are marked in red on the Building Plan below.

Please leave the building in an orderly quiet manner and assemble at the **Fire Assembly Point** which is on the grass adjacent to the car park; a sign is in the grass at that location.

Please do not leave this area until the Emergency Services have arrived as doing so will block the entrance roads to the building and into the car park for the Emergency Services.

- Whilst evacuating the building, observe any indication or source of fire. Be prepared to notify the Chief Fireman accordingly and to hand him/her this plan of the building.
- Ensure all the members of your group are present at the fire assembly point.
- Do not permit anyone to re-enter the building until the Fire Brigade has declared it safe.

Plan of Digby Hall

- Fire doors shown in red to be kept clear at all times.
- Tables and chairs in the Main Hall to be placed only within the areas marked below with dotted lines.

X = gas isolation point
(outside the boiler room
and inside the kitchen)

