

APPLICATION FOR HIRE OF ALFORD CORN EXCHANGE OR PART THEREOF

Name:				Tel No:					
Address:									
On behalf of:									
Address:									
Day(s) of Event:									
Date(s) of Event:									
Time(s) of Event:		From:			To:				
Preparation Time		From:			To:				
Clearing away Time		From:			To:				
Type of Event:									
Is the Event profit making:				If YES, who receives the profit?:					
FACILITIES REQUIRED	Please Tick √	Office Use Only			FACILITIES REQUIRED	Please Tick √	Office Use Only		
		Hours	Rate	Total			Hours	Rate	Total
Main Hall					Kitchen				
Café					Bar				
Please enclose a copy of your own Public Liability Cover when returning this form					TOTAL BALANCE DUE			£	
					DEPOSIT PAID			£	
					OUTSTANDING BALANCE			£	
Is catering required?									
Number of persons attending:									
If music is being provided, state how and by whom:									
1. I acknowledge receipt of a copy of the Terms and Conditions governing the hiring of the Corn Exchange and agree to be bound by them. 2. I acknowledge receipt of the Fire Emergency Plan and will return it completed 3. I acknowledge that it is my responsibility to ensure that, where applicable, the producer of music at the above venue will pay the Performing Rights Society any related charges. 4. I acknowledge receipt of the PAT testing form and will return it completed (commercial events)									
Signed:				Full Name (In Block Capitals):					
Date:				Role:					

In order for your dates to be confirmed, please ensure that this booking form, Fire Emergency Plan and PAT testing form are completed, signed and returned to the address stated at the top. **Payment of hire charges and deposits are due at the point of booking unless otherwise agreed.**

Payments:

Payment for hire can be made by cheque or bank transfer. Please make any cheque payable to 'Alford Corn Exchange Community Group'. Deposit payments should be by separate cheque or in cash to enable a swift return after the event. Regular booking must be paid in advance per standing order.

Bank details:

Alford Corn Exchange Community Group
 Lloyds

Acc: 24572368

Sortcode: 30-65-86

Keys: Keys need to be collected from the Town Council office in the Corn Exchange between 9am and 2pm, Monday to Friday

**EMERGENCY PLAN for the
ALFORD CORN EXCHANGE**

1. **Fire Alarm**

If the fire alarm sounds the building must be evacuated immediately through the nearest fire exit.

2. **When Seeing Fire**

In case of fire, immediately notify all people in the building. To do this, activate one of the fire alarm call points. Break the glass and press the button. This will raise the fire alarm. It does not alert the Fire Service. **A 999 telephone call must be made once you are outside.** Fire alarm call points are identified by red call point signs.

3. **Escape Routes**

Green fire exit signs are in place to indicate the routes for evacuation.

4. **Assembly Points**

The Market Place is the assembly point. Please be careful when crossing the road.

5. **Fire Fighting Equipment**

Foam fire extinguishers are provided for general use e.g. wood, paper and liquids, but not electrical equipment. Extinguishers should only ever be used on very small fires. If uncertain or if the fire is not small, immediately raise the alarm and evacuate. Then call the fire brigade.

6. **Fire Warden**

Each group using the Corn Exchange must dedicate a fire warden (i.e. a person from their party to act as such for the event) before using the Corn Exchange. In the case of an evacuation, the fire warden will ensure, without endangering his/her life, that the alarm has been raised, all users have left the building and that everybody is accounted for. The fire warden must ensure that the fire brigade is called and must wait for the fire brigade to arrive to inform them about the location of the fire and to inform them about any person not accounted for. The fire warden must not endanger their life searching the building. The fire warden should also stop anybody other than the rescue service from entering the burning building.

I have read and understood the Emergency Fire Plan for Alford Corn Exchange

Signed Function: Date

Name of fire warden:

ELECTRICITY AT WORK REGULATIONS 1989

All portable and transportable electrical equipment and systems brought into the Alford Corn Exchange by:

_____ (Name of Person/Company/Organisation)

will have been PAT tested in accordance with the above mentioned legislation.

Contact Name _____

Address _____

Postcode _____

Telephone _____

Signed _____ Date _____

PLEASE NOTE:

Current test certificates and/or suitably labelled equipment should be available for inspection during random visits by authorised officers of the Alford Corn Exchange Community Group.

Alford
CornExchange
9 Market Place, Alford, LN13 9EB alfordcornexchange.co.uk

**Conditions and Regulations
Governing the
Hiring of the Alford Corn Exchange**

Introduction:

The Alford Corn Exchange (here 'ACE') is operated by the Alford Corn Exchange Community Group (here 'Group'), a local Charity whose aim it is to maintain and improve the Alford Corn Exchange for the use by the local population and to offer entertainment and other events for the benefit of the local population.

1 Booking the Corn Exchange

Prices for the booking of our hall are displayed on our website www.alfordcornexchange.co.uk

To enquire about availability of the ACE please email info@alfordcornexchange.co.uk

If the requested dates are available our Booking Officer will send you a booking form and a number of safety related forms. Please fill in and sign all forms and send with the required hire fees and deposit payments to the ACE.

Filling in the booking form confirms that you have read and accepted our T+Cs.

2 Payment

Payment of all fees and charges must be at the point of booking or at least 4 weeks prior to the event to

Alford Corn Exchange Community Group
Alford Corn Exchange
9 Market Place
Alford
LN13 9EB

The office is open Monday to Friday 1pm to 2pm

Or per bank transfer to
Alford Corn Exchange Community Group
Lloyds
Acc: 24572368
Sortcode: 30-65-86

Any cheques must be made payable to 'Alford Corn Exchange Community Group'

Regular hirers are required to set up a standing order for the payment of their booking fees

3 Deposits

Deposits are required for one-off events. The deposits must be paid when the event is booked or at latest 4 weeks prior to the event. After the event the Group will survey the venue and identify any damages or oncosts caused. After this survey the deposit is refunded either in full or with the costs for the rectification of any damages or oncosts deducted, such as the use by the hirer of table cloths or banqueting chairs without prior agreement.

Higher risk events such as 18th birthday parties require a higher deposit, at a minimum £300, however, higher figures can be requested by the Group. Additional guarantees or supervision might also be required.

4 Refusal of Applications and Cancellations

The Alford Corn Exchange Community Group (Group) reserves the right to refuse any application for the hiring of the Alford Corn Exchange (ACE) without being required to give any reason for such refusal.

The Group will not accept applications for hire of the ACE from any person(s) under the age of 21.

The Group will automatically refuse hire by people or groups of people who previously did not pay all fees or costs or who caused physical or reputational damage to the ACE.

Events, where there is a likelihood of physical or reputational damage or where the neighbourhood could be disturbed will be refused by the Group.

The Group reserves the right to withdraw permission to use the ACE and to repay any pre-payments. However, the Group shall be under no liability for expenses incurred or losses sustained by the Hirer as a result of the cancellation.

Cancellation of a booking by the Hirer must be made in writing. A charge of 50% of the hire fee will be made for any bookings cancelled less than six weeks prior to the Event. Hirers who do not use the ACE as booked or fail to notify the Booking Officer in writing of a cancellation, shall forfeit any hire charge paid and shall be liable to the Group for the whole of the hire charge together with any additional expenses incurred by the Group.

Regular hirers of the ACE must notify the Group 4 weeks in advance if a date is to be cancelled or will be charged the full amount of the hire in the week missed.

Substitution and amendments to the nature of the Booking must be notified in writing to the Booking Officer, who reserves the right to either cancel the Booking or to amend the hire fee. In the event of such cancellation, the Hirer shall be liable for full charges and costs.

The Group accepts no responsibility for the non-arrival of application forms, remittances or cancellations.

5 Emergencies

The Group shall have the right to cancel any Booking in the event of an emergency of any kind. The Group will consider refunding part or all of any fees and charges paid and the amount shall be at the Group's sole discretion.

6 Use of the Venue

Keys must be collected from the ACE office (Monday to Friday 1pm to 2pm) or on special appointment.

Hirers must read the full hire agreement and follow the instructions of user manuals in the ACE.

Hirers must ensure that the whole of the ACE is left in a clean and tidy state, including the kitchen, in which all floors, working surfaces, ovens, refrigerators and sinks must be adequately cleaned. Cleaning must be carried out within the hire period.

All litter and refuse generated by the Event shall be removed from the premises by the Hirer within the hire period.

The Hirer must, at all times, take good care of the ACE building and will be liable for any damage to the ACE or any part of it or any equipment or other property of the Group whether forming part of the hire or not.

The property of the Hirer and the Hirer's agents must be removed by the end of the period of hire or by a time and date to be agreed with the Booking Officer. The Group accepts no responsibility for any property left on the ACE before, during or after the hire period. Should equipment be left for longer than the hire time agreed, a surcharge will apply.

If the Hirer fails to perform any of its obligations, the Group reserves the right to perform any such obligations and any costs incurred by the Group in the performance of such obligations shall be borne by the Hirer.

The Hirer is responsible, at certain functions, for the provision of Registered Door Supervisors trained to the Security Industry Authority (SIA) standards.

Names and details of proposed door supervisors must be supplied to East Lindsey District Group's Licensing Enforcement Officer no later than six weeks prior to the event.

The Hirer is responsible for the administration, organisation and running of the Event and for having sufficient stewards, fire wardens and officials to fulfill these Conditions.

If a cloakroom area is required during an event, the Group will not be held responsible for any loss or damage to personal belongings. The responsibility will be the Hirer's.

The Hirer is responsible for the supervision and control of Event participants, officials, visitors and spectators.

Commercial Hirers must ensure that any portable or transportable electrical equipment and systems brought into the ACE must have been tested in accordance with the Electricity at Work Regulations 1989. Test certificates and/or labelled equipment should be available for inspection during visits by officers of the Group.

The Hirer shall not be permitted to remove or obscure Group notices or placards displayed on the ACE without the prior written consent of the Group.

No flags, decorations, cables or other articles shall be fixed to the walls, floors or ceilings of the ACE without prior consent of the Group. No tape or adhesive of any sort must be fitted to walls, ceilings and floors of the CE. Please only use easily-removed sticking materials (eg Blu Tak) on doors and skirting boards.

The Hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the ACE or users of the immediate surrounding area of the Venue.

The fire exit to the back must remain closed at all times unless in an emergency to avoid noise disturbance to neighbours. When music is played, the front doors must also be closed.

The sale or consumption of alcoholic drinks is strictly prohibited unless the bar facility has been hired at the time of booking, or prior agreement has been sought from the Group. No alcohol must be brought into the ACE without the prior written permission of the Group.

The Group provides a bar service which can be hired. While our bar staff are taking all steps to avoid serving underage drinkers, the Hirer must supervise underage visitors to ensure that they are not drinking or buying alcohol.

The Hirer will not permit the operation or release of any high-flying object without the prior written consent of the Group.

It is the responsibility of the Hirer to liaise with the Alford Town Council and the local Police regarding the impact the Event may have on community safety in the vicinity of the Venue. The Hirer agrees to comply with any requirements of the Town Clerk and the local Police regarding community safety.

Real or artificial smoke shall not be produced on the premises without prior approval of the Group.

The Hirer shall not bring into the ACE any flammable fuel, flammable gases, fireworks, explosives, pressurized gas cylinders or articles that produce an offensive smell without the written approval of the Group.

The Hirer shall obtain approval from the Group for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted at the event are operated outside and in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.

The Hirer shall repay to the Group on demand the cost of reinstating, repairing or replacing or cleansing any part of or property in the ACE if damaged, destroyed, stolen or removed prior to, during, or subsequent to the period of hire if related to or by reason of the hiring. The Group's valuation of any damage/loss is final.

Setting up or dismantling must be carried out in the hire period. It is not possible to start setting up of events out of hire time without the explicit permission of the Group.

7 Right of Entry

Authorised Group Officers shall be permitted entry to the ACE at all times during the period of hire.

Admission to public dances and concerts is to be by TICKET only, purchased at the door or prior to the event.

The Group reserves the right to refuse admission to or evict any person from the ACE without being required to give any reason.

The Group reserves the right to define a maximum limit for the number of persons attending an Event.

8 Assignment

The booking shall be personal to the Hirer and the right to use the ACE shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of the Group.

9 Broadcasting and Television

The Hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping television or radio broadcasts or any other recording of any kind of the Event for commercial use during the period of hire without prior consent of the Group. If such consent is given, the Group reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived therefrom.

10 Advertisements

No advertising material may be issued, nor tickets sold until such time as a Booking has been made and any deposits due paid.

11 Fly Posting

No advertising material is to be displayed anywhere on the ACE or elsewhere in the town unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 1992.

The Group offers the placement of event posters on various information boards and online at its discretion. Please ask the Booking Officer for help.

12 Permits and Licences

The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Group or otherwise, before the Event may take place and shall, where requested, produce to the Group on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Group reserves the right to cancel the booking forthwith.

The Hirer will be responsible for exhibiting all necessary permits during the Event.

Nothing shall be done by the Hirer that shall or may contravene the terms and conditions of any licence (e.g. Premises Licence), permit and/or licenses or consent issued in respect of the Venue.

The Group hold the license of the Performing Rights Society Limited to perform or permit to be performed at the ACE. It is the responsibility of the Hirer to furnish the Performing Rights Society Limited a list of all music performed and all songs performed at the ACE on the occasion of the hiring. It is also the responsibility of the Hirer to ensure that any fees due to the Performing Rights Society Limited in respect of the above are paid directly to the Performing Rights Society Limited.

13 Health and Safety

The Hirer shall familiarise themselves with the locations of emergency exits and firefighting equipment prior to the event. A fire safety guidance document issued by ACE must be read and signed together with the booking form. **Users and visitors of an event need to be informed by the hirer about fire exits and any fire safety measures as appropriate.**

The Hirer must provide Fire Wardens suitably instructed to help with the evacuation of users in an emergency, especially of disabled users. The Fire Wardens are also responsible to communicate with the emergency services. They need to ensure, as far as safely possible, that the building is fully evacuated and is not re-entered before the building is declared safe again.

The Hirer shall keep all passages and staircases within the ACE free from any obstruction. This is particularly important in the case of passages leading to fire exits.

If the Hirer is aware that disabled people are expected to attend the Event, he/she should, before the Event, visit the ACE to be notified of arrangements and trained in the use of equipment provided in case of any emergency.

Emergency equipment, e.g. fire extinguishers and evacuation chairs, must be fully accessible at all times and only used for the purpose intended. The costs incurred to replace damaged, lost or stolen emergency equipment will be charged to the Hirer.

Work carried out at the ACE before (setting up) during or after (dismantling) an event must be undertaken by participants/contractors (including artistes) in accordance with the requirements of safety legislation.

14 Indemnity and Insurance

The Group is not responsible and will not accept liability for loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the Venue.

The Hirer is responsible for all safety aspects of the ACE prior to, during or following the Event and must accept liability for any loss, damage injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the venue.

The Hirer agrees to indemnify the Group against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

Commercial Hirers agree to take out Public Liability Insurance Cover or Third-Party Risks [including products liability where appropriate] for a minimum of £2 million (two million pounds) and produce evidence of such insurance.

The commercial Hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Group in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has instructed or authorised to appear at the event.

Failure to provide proof of insurance cover as required prior to the Event will lead to its cancellation.

15 Catering

The Group offers a catering service. No other caterers must be used unless agreed by the Group in writing. Any such permitted caterer must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety General Food Hygiene Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer.

16 Collections or Lotteries

No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the ACE without the relevant licences being awarded and the prior written consent of the Group.

17 Property not Removed

The Group may remove and store any property that is left by the Hirer in or upon the ACE after the period of hire. The Hirer shall repay to the Group on demand the costs of such removal and storage.

The Group shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Group is entitled to remove and sell in such a manner as they think fit any property left at the ACE as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Group's.

18 Variations to Agreement

The Group reserves the right to vary the Conditions at any time on 7 days' notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

19 Maximum Capacity

The maximum number that each room can accommodate under Fire Regulations is:

Main Hall:	Close Seating	200 people
Rear Room:	Close Seating	30 people
Main Hall Dancing or Tables/Chairs, Rear Room used for bar purposes		
		In total 130 people

20 Period of Premises Licence

Monday to Sunday 0900 to 0200 Hours

Please note

All music must finish at midnight!

The bar must finish at midnight!