

# GALLEYWOOD HERITAGE CENTRE

(Registered Charity No 1128416)

## Hiring Fees November - December 2018

**30% Discount applicable -**

**For Clubs or Associations with an active membership of not less than 50% residing in the Civil Parish of Galleywood**

**and for Private Parties providing the Hirer resides in the Civil Parish of Galleywood**

DAY	MAIN HALL	KITCHEN FULL CATERING FACILITIES (See notes 8 & 9)	KITCHEN LIGHT REFRESHMENT FACILITIES (See notes 8 & 10)	HERITAGE ROOM (See note 7)	MARQUEE (Available April to October only)	COMMON ROOM (See note 7)
Monday - Friday	£23.00	£7.40	£5.30	£11.50	£9.20	£ 15.60
Saturday & Sunday	£34.50	£11.00	£7.80	£17.40	£13.80	£ 22.80

### NOTE

1. All charges are per hour: **Minimum 2 hours**. It is important to include hiring time to set up prior to your event and tidy and clean at the end of your hire.
2. Please read the Standard Conditions of Hire – a copy will be given to you with your Hiring Agreement
3. Further copies of the Standard Conditions of Hire are available from the Heritage Centre Office, and a copy is displayed on the noticeboard in the Main Hall.
4. Abuse of the Standard Conditions of Hire may result in a surcharge being levied.
5. The Centre must not be left unattended at **ANY** time, telephone the Caretakers (or Key Holders) who's numbers are displayed on Noticeboards.
6. When hiring the Centre, you as the hirer shall accept full responsibility for good and orderly conduct during the period of hire.
7. An electric kettle/urn and crockery can be provided in the Heritage & Common Rooms, consumables such as tea, coffee, milk, sugar, etc. are **NOT** provided.
8. The Kitchen is **ONLY** available when booked with the Main Hall.
9. Full Catering Facility includes the use of cooker, hot water boiler, fridge, microwave, toaster, crockery and cutlery.
10. Light Refreshment Facilities includes use of hot water boiler, fridge, microwave, toaster, crockery and cutlery.
11. Additional facilities available for hire – Digital Projector at **£15.00/session**, Laptop at **£5.00/session** and 800W PA at **£25.00/session, no discounts**.

Galleywood Heritage Centre, Off Margaretting Road, Galleywood, Chelmsford CM2 8TR. Telephone (01245) 357700

e-mail: [mail@galleywoodheritagecentre.org.uk](mailto:mail@galleywoodheritagecentre.org.uk) website: [www.galleywoodheritagecentre.org.uk](http://www.galleywoodheritagecentre.org.uk)

13<sup>th</sup> November 2018

# GALLEYWOOD HERITAGE CENTRE

(Registered Charity No 1128416)

## Hiring Fees January – May 2019

**30% Discount applicable -**

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**and for Private Parties providing the Hirer resides in the Civil Parish of Galleywood**

DAY	MAIN HALL	KITCHEN FULL CATERING FACILITIES (See notes 8 & 9)	KITCHEN LIGHT REFRESHMENT FACILITIES (See notes 8 & 10)	HERITAGE ROOM (See note 7)	MARQUEE (Available April to October only)	COMMON ROOM (See note 7)
Monday - Friday	£23.50	£7.50	£5.50	£11.80	£9.4 0	£16.00
Saturday & Sunday	£35.25	£11.25	£8.25	£17.70	£14.00	£ 24.00

### NOTE

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13<sup>th</sup> November 2018

# *Galleywood Heritage Centre*

## **Standard Conditions of Hire**

These standard conditions apply to all hiring of the Centre. If the Hirer is in any doubt as to the meaning of the following, the Centre Management Committee should immediately be consulted.

### **1. Hire, Payment and Deposits**

- a) An application for hire can be obtained from the Centre Management Committee and should be returned within 10 days. The Trustees reserve the right to accept or decline any application. A booking may only be secured upon payment of the appropriate Hiring Deposit (HD), which will be 50% of the total hiring charges. Full payment must be made within 28 days of the date of the booking
- b) An Additional Returnable Deposit (ARD) will be required in respect of certain bookings and held against loss, damage, extra cleaning or caretaking. The amount of any ARD will be notified by the Booking Clerk and must also be paid within four weeks of the date of the booking. The ARD will be returned after the hiring, provided no deductions are deemed necessary.
- c) Cheques should be payable to Galleywood Heritage Centre

### **2. Age**

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

### **3. Supervision**

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Centre Management Committee, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### **4. Use of premises**

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### **5. Gaming, betting and lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### **6. Licensable activities**

The Hirer shall ensure that the Centre Management Committee holds a Performing Society Right Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Centre the Hirer should ensure that they hold the relevant licence or the Centre Management Committee holds it.

### **7. Public safety compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Centre Management Committee's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the Centre Management Committee's health and safety policy.

- (a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Centre.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

## **8. Means of escape**

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

## **9. Outbreaks of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Centre Management Committee.

## **10. Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator, freezer and thermometer.

## **11. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall have a current PAT label, shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

## **12. Insurance and indemnity**

(a) The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages and costs made against or incurred by the Centre Management Committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the Centre Management Committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Centre Management Committee, their employees, volunteers, agents and invitees against such liabilities.

(b) The Centre Management Committee shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non commercial hirers,

insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Centre Management Committee shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Centre Management Committee, their employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Centre Management Committee does not insure the liabilities described in sub-clauses (a) (ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre Management Committee. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre Management Committee to rehire the premises to another hirer.

The Centre Management Committee is insured against any claims arising out of its **own** negligence.

### **13. Accidents and dangerous occurrences**

The Hirer must report all accidents involving injury to the public, to a member of the Centre Management Committee **as soon as possible** and complete the relevant section in the Centre Management Committee's accident book. Any failure of equipment belonging to the Centre Management Committee or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre Management Committee. The Centre Management Committee will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre Management Committee can be contacted in any of the following ways:

- Telephone: 0845 3009923
- Facsimile: 0845 3009924
- Website: [www.riddor.gov.uk](http://www.riddor.gov.uk) or via the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)
- Post: Incident Contact Centre Management Committee, Caerphilly Business Park, Caerphilly, CF83 3GG

### **14. Explosives and flammable substances**

The hirer shall ensure that:

(a) Highly flammable substances are not brought into, or used in any part of the premises and that

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Centre Management Committee. No decorations are to be put up near light fittings or heaters.

### **15. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Centre Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

### **16. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

### **17. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Centre Management Committee. No animals whatsoever are to enter the kitchen at any time.

## **18. Compliance with the Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Centre Management Committee with a copy of their CRB check and Child Protection Policy on request.

## **19. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Centre Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## **20. Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## **21. Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

## **22. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the Centre Management Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Centre Management Committee. The Centre Management Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Centre Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Centre Management Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## **23. End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Centre Management Committee shall be at liberty to make an additional charge.

## **24. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any

noise limitation device provided at the premises and comply with any other licensing condition for the premises.

#### **25. Stored equipment**

The Centre 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. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Centre Management Committee may, use its discretion in any of the following circumstances:

(a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended

(b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Centre Management Committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

#### **26. No alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Centre Management Committee. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Centre Management Committee remain in the premises at the end of the hiring. It will become the property of the Centre Management Committee unless removed by the hirer who must make good to the satisfaction of the Centre Management Committee or, if any damage caused to the premises by such removal.

#### **27. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

#### **28. Dangerous and unsuitable performances**

Performances involving danger to the public or of a sexually explicit nature shall not be given.

**29. Smoking** The Hirer shall, and shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.

(Clause 1 c) added June 2010 Large)

# *Galleywood Heritage Centre*

## **Information sheet to be given to all hirers**

### **Opening and Closing the Centre**

The Centre will be opened for your hiring by the caretaker and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and other staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone .....in case of difficulty.

### **Safety**

The Centre has a No Smoking Policy.

In the event of a fire, the Centre should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the fire exits and fire extinguishers must be noted before the Centre is occupied and the manner of opening Fire Doors should be made known to your guests. (A plan of these is shown overleaf).

Please use the trolleys provided for moving chairs in order to avoid injury. Please stack chairs and tables in the furniture store in the manner shown on the notice.

A first aid box is located in the Disabled Toilet

### **Power Circuits/Heating**

Do not adjust individual radiators/heaters as this will result in the Centre being too cold or hot for subsequent users. The heating is timed to turn off at 10.30pm. Please warn your guests of this.

### **Telephone**

The Centre has no telephone and the nearest one is located near the library/shops in Watchouse Road, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

### **Car Parking**

The lane leading to the Centre is a public road and this must not be obstructed. The Centre car park will accommodate a good number of cars if they are parked sensibly. Please note that this car park is shared with the Stables Nursery.

Cars are not allowed on the grassed areas.

### **Consideration for Others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please leave the Centre clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the furniture store.

### **Decorations/Notices**

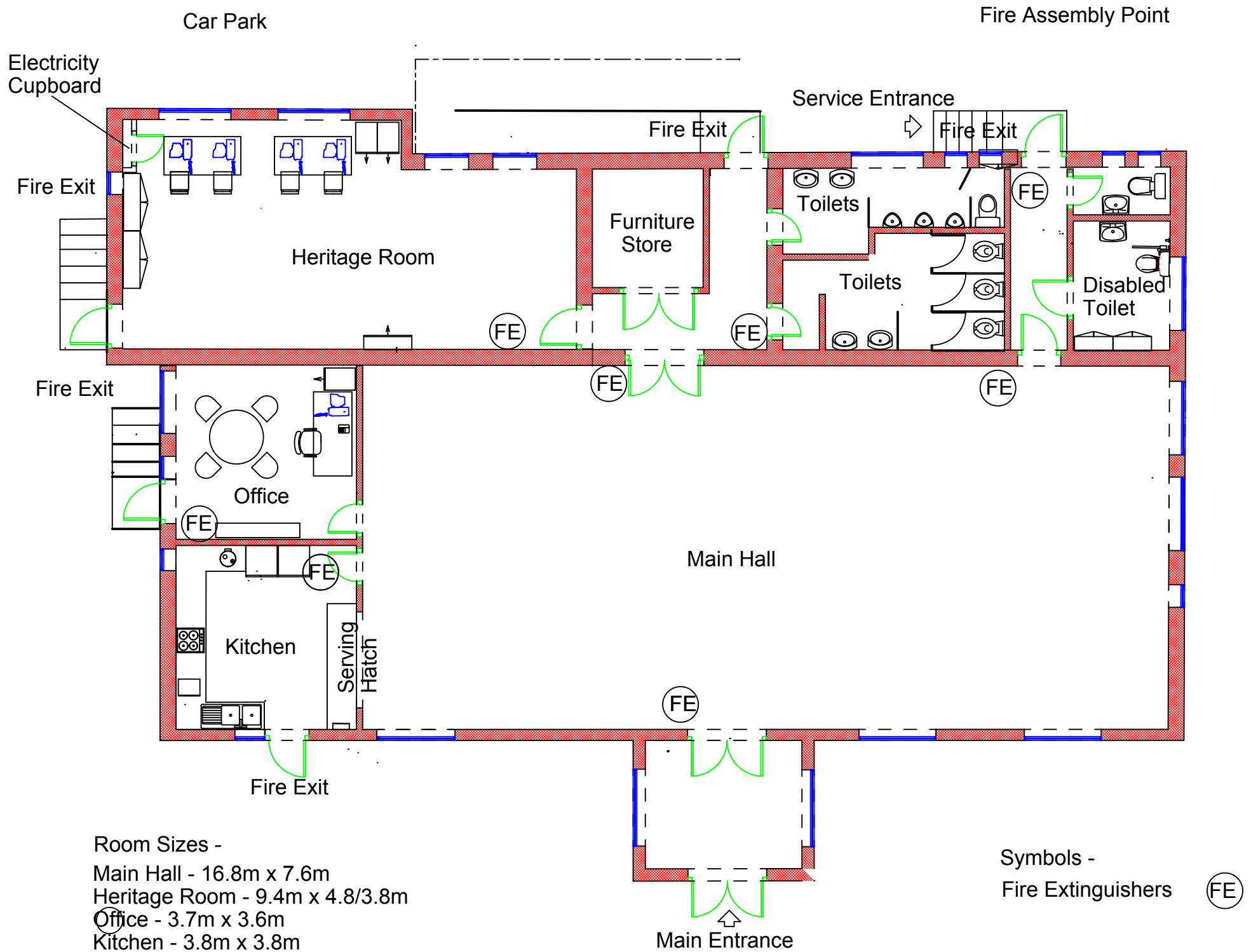
These may only be put up with the express prior permission of the Centre

### **Faults/ Damage/ Comments**

Please report any faults or damage to the Centre as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Centre.

**Building Layout and Fire Exits – see drawing overleaf**





Room Sizes -

- Main Hall - 16.8m x 7.6m
- Heritage Room - 9.4m x 4.8/3.8m
- Office - 3.7m x 3.6m
- Kitchen - 3.8m x 3.8m

Symbols -

- Fire Extinguishers (FE)