

Conygre Hall, Timsbury

Conditions of Hire

Bookings and General Information

The seating capacity in the main hall is 280. The Myra Hayward Room will seat 60 and the Tynning Room 40. The car park has room for 55 cars with four designated disabled bays. The hall has flat, level access for wheelchair users and has an accessible toilet.

Bookings

A hire is not confirmed until a completed application form with a deposit of 25% has been received by the Booking Officer.

The Booking Form must nominate a person over 18 years of age who undertakes to be responsible for the proper conduct of the function. Any change in the person named must be notified to the Booking Officer. Hire charges will be made at the rate prevailing at the time of the hire, not at the time of the booking.

Cancellation of a hiring may be made at any time by the Trustees without stating a reason; all monies paid by the hirer will be refunded but the Trustees shall not be liable to pay any compensation to the hirer in respect of such cancellation. The hirer may cancel the hire agreement at any time up to 56 days prior to the hire and all monies shall be refunded. Hirings cancelled between 56 and 14 days' notice will incur a charge of 50% of the hire fee. Hirings cancelled at less than 14 days' notice may be liable for charge at the full rate.

The hirer shall not assign or sublet any interest in the premises or any part thereof and shall not use the premises for any purpose other than that declared on the application for hire of the premises.

By making a booking, the hirer accepts the conditions of hire, including those relating to the sale or supply of alcohol if applicable.

The interpretation of these conditions of hire shall be a matter for the Trustees and their decision shall be final.

Recycling

The Hall does not qualify for a recycling collection. Hirers are therefore asked to take away all empty glass bottles and jars, metal cans and cardboard boxes and make their own arrangements for recycling.

Charges

Charges include the following:

- Use of the kitchen with all equipment, except that an extra charge is made for the use of the large cooker. Exclusive use of the kitchen cannot generally be guaranteed. Tablecloths and tea towels are not provided. Deep fat fryers are not permitted. Use of the dishwasher is free, but users must comply with the cleaning and draining instructions or extra charges may be made.

- Use of tables and chairs. It is the responsibility of hirers to set out such items as required and to replace them in a clean condition at the end of their function, as directed by the Hall Manager.
- Use of crockery and cutlery, which must be cleaned and put away at the end of the hire.
- Use of heating, lighting and PA system.

General Conditions

All furniture, equipment, food, drink, and other supplies brought or sent to the premises by or on behalf of the hirer shall be loaded or unloaded at a time agreed with the Hall Manager.

The Conygre Trust accepts no responsibility for damage, loss or theft of property deposited on the premises (including the car park) and all property thus deposited shall be at the owner's risk.

Hirers and their guests may not enter any rooms they have not hired. Hirers are to ensure that they cause no disturbance to other hirers using the premises at the same time.

Hirers may not, without permission, affix decorations or drive any fixing devices into any part of the premises. Hirers will be charged for any damage, loss or defacement incurred during or in connection with their period of hire. Hirers are to report malicious damage to the police immediately.

Hirers are expected to leave the premises clean and tidy and, apart from routine cleaning and restocking, ready for subsequent use.

Safety

The hirer shall at all times keep all gangways, doorways, passages, entrance, exits and the car park areas outside emergency exits clear while the function is in progress. All exit doors must be kept unlocked, except where provided with crash barrier locks, and the exit signs must be kept illuminated.

Deep fat frying equipment is not permitted on the premises.

Smoking, inflammable liquids, fireworks, explosives and naked lights are not permitted on the premises. All outbreaks of fire, however small, are to be reported to the Fire Service immediately.

Hirers are informed that the electrical circuits are protected by RCDs. If the power points are overloaded or faulty equipment is used the electrical supply will be cut off automatically and the hirer's function may therefore be interrupted. The Hall Manager may be able to reinstate the system but the hirer may be required to pay the cost of an emergency callout by an electrician if the failure was caused by the use of equipment not belonging to the Conygre Trust. All electrical equipment brought in by hirers should have a current PAT certificate. The Conygre Trust will accept no responsibility for the consequences of the failure of the electricity supply as a result of the hirer's actions nor will they accept responsibility for any injury caused by the misuse of the electrical system.

Food providers are responsible for providing allergen information in accordance with legal requirements. The 14 allergens that need to be declared are:

- celery
- cereals containing gluten – including wheat, rye, barley and oats

- crustaceans – such as prawns, crabs and lobsters
- eggs
- fish
- lupin
- milk
- molluscs – such as mussels and oysters
- mustard
- tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- peanuts
- sesame seeds
- soybeans
- sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)

Liability

Hirers are reminded that they may be liable for any injury or damage arising from their activities in the Conygre Hall, from any equipment they introduce into the Conygre Hall or by any persons permitted by them to enter the Conygre Hall, including damage to the Hall and its equipment. They should therefore consider whether they and their activities are adequately covered by insurance.

Licensing

The Hall holds a premises licence under the Licensing Act 2003. This authorises the sale of alcohol and other forms of regulated entertainment, including plays, films, live and recorded music. Licensed hours are:

	Sale of alcohol	Other licensed activities
Monday to Thursday	12:00 - 23:00	9:00 - 23:00
Friday	12:00 - 01:00	9:00 - 01.00
Saturday	12.00 - midnight	9:00 - midnight
Sunday	12:00 - 23:00	9:00 - 22.30

It is a condition that the hirer ensures that all sales of alcohol are made under the direct supervision of a responsible person who either holds a Personal Licence under the Licensing Act or has been approved by the Trustees. The name of this responsible person should be provided at the time of booking if possible, but not later than four weeks before the event in all cases. For further information regarding the sale of alcohol, please contact the Chair of Trustees on 01761 471818.

Any person authorized to sell or supply alcohol under the Hall's Premises Licence must uphold the four objectives of the Licensing Act 2003:

- The prevention of crime and disorder
 - The promotion of public safety
 - The prevention of public nuisance
 - The protection of children from harm
- and must also
- Not sell or allow the sale of alcohol to anyone under 18
 - Not allow the consumption of alcohol on the premises by anyone under the age of 18

- Not allow the sale or supply of alcohol to any person who is drunk
- Not allow disorderly conduct on the premises

Copyright

All functions, except private parties such as wedding receptions, are subject to copyright law. The Conygre Trust makes a payment to the Performing Rights Society which permits hirers to perform live music without reference to the copyright holders. Obligations under the law in respect of all other forms of copyright (e.g. plays and films) are the responsibility of the hirer.

Useful Telephone Numbers

Booking Officer	01761 470261
Hall Manager	01761 470260
Chair of Conygre Trust	01761 471818
Hall payphone	01761 471294

The Conygre Hall, North Road, Timsbury, Bath BA2 0JQ