

**FRANK WICKHAM HALL CHARITY
(Reg. Charity No. 1111226)**

CASUAL HIRE OF THE FRANK WICKHAM HALL OR PAVILION

The following conditions apply to all hirers and must be read and understood by all hirers

HIRING ARRANGEMENTS

- 1 No bookings for the Frank Wickham Hall and/or Pavilion will be accepted unless made by, and in the name of, a person aged 21 years or over.
- 2 For Individual bookings an advance payment, or the hiring fee is required at the time the booking is made (for details of charges see separate Hire Charges sheet.)
- 3 Payments made by bank transfer quoting the invoice number are preferred (details on invoice), cheques should be made payable to FRANK WICKHAM HALL CHARITY.
- 4 The payment of hire fees for regular bookings of the hall are subject to individual arrangements. The Booking Clerk will provide details.
- 5 Any cancellation of an individual booking must be notified to the Booking Clerk at the earliest possible time. For details of cancellation charges see separate Hire Charges sheet.
- 6 Bookings for commercial sales on Sundays will be limited to 6 hours (unless market style multi traders) to comply with Sunday trading laws.
- 7 It is the responsibility of the hirer to arrange collection and return of the keys from the Booking Clerk. Hirers must note that failure to return keys by noon the following day (or as agreed with the Booking Clerk) may result in the loss of the £30 key deposit to cover the cost of obtaining replacement keys

IMPORTANT NOTE:

ALL KEYS REMAIN THE PROPERTY OF THE 'FRANK WICKHAM HALL' COMMITTEE; THEY MUST NOT BE COPIED. THEY MUST BE RETURNED TO THE BOOKING CLERK AT THE AGREED TIME.

ANY LOSS OF KEYS MUST BE REPORTED TO THE BOOKING CLERK IMMEDIATELY AND MAY INCUR A SURCHARGE TO COVER ANY NEED, FOR SECURITY, TO ARRANGE A CHANGE OF LOCKS AND RE-ISSUE OF KEYS TO OTHER KEYHOLDERS

- 8 All Events, Licensable and Non-Licensable, must end no later than 23:45hrs Mon – Sat and 22:15hrs on Sunday. (A special exemption may be applied at New Year)
- 9 Parking in the car park is at the owner's risk.

RULES PERTAINING TO THE USE OF THE BUILDING

- 1 No entertainment of an 'adult' nature is permitted on the premises.
- 2 The hirer shall not use the hall to promote violent and/or nonviolent extremist views. This applies to speakers in person or those using any form of online platform, or any pre-recorded video footage.
- 3 A booking for use of the Frank Wickham Hall DOES NOT PERMIT access to the Pavilion, and a booking for use of the Pavilion DOES NOT PERMIT access to the Hall unless a joint booking has been made.
- 4 The contents of the Hall, Pavilion, Kitchen and Kitchenette are not to be removed or relocated without prior agreement of the Booking Clerk.
- 5 No access is permitted to either the Frank Wickham Hall or Pavilion when cleaning is in progress.

- 6 The area enclosed by fencing outside the rear of the hall is for use by Playgroup only.
- 7 NO access to the bowling green is permitted unless for the purpose of playing bowls with the permission of and under the control of Etwall Bowls Club or authorised in writing by the Trustees.
- 8 Sand, water and any other substance which may damage the wooden floor must not be used inside the building.
- 9 Nothing may be fixed to the walls in the Hall without the permission of The Frank Wickham Hall Committee.
- 10 It is the responsibility of the hirer to ensure that all doors and windows, particularly the Fire Exit Doors, are closed at the completion of a letting, and that all lights are turned off prior to locking the doors (toilets and pavilion room lights are timed and sensor controlled). All users, including users of the Pavilion are reminded to check the buildings main front door. NOTE: - The buildings main door is not self-locking, it requires positive locking
- 11 No additional charge is made for the use of the Public Address Sound Amplification unit in the hall, but access to the microphones is by prior arrangement with the Booking Clerk. Implicit in any booking requiring use of this equipment will be the requirement to indemnify the Frank Wickham Hall Committee for any financial loss arising out of the need to replace or repair the equipment for any reason other than through normal use.
- 12 Wi-Fi, use shall be limited to legitimate purposes only.

HEALTH & SAFETY and NUISANCE ISSUES

- 1 Smoking is not permitted anywhere in the building.
- 2 When the Hall is in use for an event which has high levels of amplified music no doors leading to the outside of the building (including the Emergency Doors), or the high level windows, are to be left open. This condition is imposed in the interest of security of the building, and more importantly to reduce any noise emanating from the building which is likely to cause a nuisance to nearby residents. Noisy entertainment should limit sound levels, particularly after 10pm.
- 3 At the end of a hire, those leaving the premises do so quietly.
- 4 Cycles, scooters, outside sports equipment and similar items which may transport dirt etc. into the building must not be taken inside the building.
- 5 The Fire Alarm activation button and Fire extinguishers must not be tampered with in any way. They must only be used in an emergency situation.
- 6 No animals are permitted in the hall other than guide/assistance dogs without permission from the Trustees.

Anyone observing problems with any hall equipment MUST report it to the Booking Clerk immediately.

EMERGENCIES

Hirers will be provided with a copy of the procedure's document to follow in the event of a 'FIRE'.

In the event of an emergency arising and no mobile phone available, the nearest pay telephone is situated on Main Street opposite Willington Road.

A FULL AND COMPLETE LIST OF ALL THE RESPONSIBILITIES OF BOTH THE COMMITTEE AND HIRER IS AVAILABLE ON THE NOTICE BOARD IN THE HALL CORRIDOR.

COPIES CAN BE REQUESTED FROM THE BOOKING CLERK.

INSURANCE

The Frank Wickham Hall Committee has Insurance cover for 'Public Liability' which covers "normal" activities. The cover does not extend to cover the 'Public Liability' of hirers using the Hall for high risk activities (for example contact sports). Where applicable, it is a requirement of the Hall's Trustees that

hirers of the Hall have suitable 'Public Liability' Insurance Cover to cover high risk activities. Where applicable, the Frank Wickham Hall Committee must have confirmation that the hirer has this insurance.

LICENCE REQUIREMENTS FOR ENTERTAINMENT and SALE and CONSUMPTION OF ALCOHOL

The conditions of hire of the Frank Wickham Hall where entertainment or the sale and consumption of alcohol is involved are covered on a separate supplementary sheet, which must be read and understood by all hirers intending to put on 'entertainment' or considering the 'sale of alcohol' during a function.

Any queries regarding these 'Conditions of Hire' or the responsibilities of the Frank Wickham Hall Committee should be made in writing to the Clerk of Etwall Parish Council, Mrs Rachel Male, 2 The Cottages, Bakers Lane, Doveridge, Ashbourne, DE6 5LA, Tel: 07835 881805, Email: clerk@etwall.org.uk

The address of the Booking Clerk / Caretaker is Yvette Davis, 4 Almshouses, Church Hill, Etwall DE65 6LW (Tel: 01283 346139 or 07766 328123)

CONTRAVENING OF ANY OF THE ABOVE CONDITIONS MAY RESULT IN THE COMMITTEE CONSIDERING WHETHER OR NOT TO ALLOW FUTURE BOOKINGS FROM THE GROUP, INDIVIDUAL OR ORGANIZATION CONCERNED