

STANDARD CONDITIONS OF HIRE FOR PIERREMONT HALL

To include the Council Chamber, the Mayor's Parlour, Meeting Suites and associated facilities.

1. THE HIRER shall pay a holding fee of 25% of the total booking value. Such fee shall only be refundable to the Hirer in the event where the Town Council is focused to cancel the booking.

2. THE HIRER shall pay the balance of fees due, one month before the conclusion of the booking. If the Hirer wishes to cancel the booking within six months of the event date, the question of the repayment of fees paid (less the deposit) shall be in the discretion of the Events and Bookings Manager and the Town Clerk. In the event of The Town Council canceling the booking, all fees (including the deposit) paid by the hirer shall be refunded to them.

3. THE HIRER shall pay a deposit on the day of the event of 25% of the booking fee. The hirer shall ensure that the General Rules, link found on page 3 of this agreement, governing the use of Pierremont Hall, are complied with. If all rules are upheld the deposit will be returned by the following working day. Failure to uphold these rules will result in the loss of this deposit. Other payments maybe enforced in the result of any damage being caused. More information on this can be found on page 3 of this agreement.

Signature of acknowledgment:

4. THE HIRER shall, on making the booking, inform the EBM of requirements as to the provision of refreshments or canteen facilities, and shall be responsible for any extra charges thereby incurred.

5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents 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 to avoid obstruction of the highway and nuisance to other carpark users.

6. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Council.

7. THE HIRER shall be responsible for making arrangements to insure against any third-party claims which may lie against their organisation whilst using Pierremont Hall. (The Council is insured against any claims arising out of its own negligence.)

8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise. The hirer has a duty to be

CONTACT DETAILS

Pierremont Hall, Pierremont Park, Broadstairs, CT10 1JX
01843 263609
events@broadstairs.gov.uk



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aware of the fire regulations relating to the premises, to know what to do in the event of an emergency, and to ensure that all who attend are similarly aware. An Emergency Plan for Hirers and a Fire Safety sheet can be found on page 4 and 5 of this agreement.

9. The HIRER shall obtain permission from the Events Manager for any electrical items brought onto the premises for use during events/functions. The Hirer is responsible for ensuring that such items, including plugs and leads, are in good condition, and that sockets are not overloaded. Evidence of Portable Appliance Testing (PAT) should be provided if you have it.

10. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

11. THE HIRER shall indemnify the Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking. Such damage will enforce a loss of deposit as stated in subject 3. of this agreement.

12. THE HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued 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.

13. THE HIRER shall, ensure that the premises are not used as a platform for extremists and is not used to disseminate extremist views. The Hirer will ensure that their views or those of their attended guests, do not draw people into terrorism, radicalisation, and/or extremism.

14. THE HIRER shall, close and ensure all windows and doors are closed when leaving the premises

15. THE HIRER shall ensure that the capacity limits are met in order to comply with Fire Regulations. The number of people permitted on the premises must not exceed the following limits: Chamber Hall (maximum 70 guests), Mayor's Parlour (maximum 16 guests) & Meeting Suite (maximum 12 guests).

16. THE HIRER understands that building works to upkeep the safety of the property could be enforced during the period of your booking. Any such plans will be shared with the HIRER by the council and could be notified with as little notice as on the day of the event.

17. THE HIRER is aware that any equipment or property left unattended is not the responsibility of the council. It is advised that the HIRER should arrange security for anything left on the grounds of the property unattended.



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18. THE HIRER is aware that the property is located in a public park. Any antisocial behaviour by the public are out of the council's control.

GENERAL RULES

The use of Pierremont Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement. Failure to uphold these rules will result in the loss of an extra 25% of the booking fee, as stated in section 3. of their hire agreement. If damage is caused by any act or neglect of the Hirer or anyone for whom the hirer is responsible, or anyone permitted by the Hirer to enter the building, then the hirer will also be expected to pay for any damage if the damaged cost is greater than the 25% holding deposit.

Please read the following rules here: <https://pierremonthall.co.uk/terms-conditions/>

Signature of acknowledgment:



EMERGENCY ACTION FOR HIRERS

THE HIRER has a legal duty regarding the safety of the people who attend.

THE HIRER should make sure they know:

- what to do if there is a fire
 - how to warn people
 - how to evacuate people safely
 - arrangements for contacting the emergency services (see next page)
- the emergency escape routes from the premises (bearing in mind that there may be some which you would not normally use, but might need to in an emergency)
- the safe place outside the building where people should assemble following an evacuation. (*The War Memorial - Junction of High Street and Pierremont Avenue, Broadstairs, Kent, CT10 1JX*)
- their responsibility to check that everyone is accounted for

THE HIRER will be responsible for specific actions. Such as contacting the emergency services, checking all rooms and toilets to make sure that no one is left on the premises, etc.

THE HIRER is responsible for making sure that any people with disabilities are helped from the premises and managing those individuals once they have left the premises to the safe place.

THE HIRER is responsible for ensuring that everyone who attends their meetings and/or events should be made aware of the following;

- there is no smoking allowed inside or within 10 meters of the premise (a smoking zone will be posted where safe)
- how the alarm will be raised if a fire is discovered
- who will take charge in the event of an emergency
- where the emergency exits are
- where to assemble once they have left the building (*The War Memorial - Junction of High Street and Pierremont Avenue, Broadstairs, Kent, CT10 1JX*)
- that, in the event of an emergency, they should not stop to collect their belongings but should leave immediately

THE HIRER is responsible for ensuring that:

- all escape routes and exits are kept clear
- the no-smoking policy is obeyed
- no naked flames are started (unless authorised and controlled, e.g. candles)



FIRE SAFETY

PLEASE KEEP THIS DOCUMENT WITH YOU DURING THE HIRE OF THE HALL

The Hall has smoke alarms situated in the kitchen, hall, lobby and the main corridors – these are automated fire alarm systems. However, if a fire can be seen, activate the alarm and then raise the alarm by shouting a warning e.g. ‘we have a problem – please leave by the nearest exit.’

Do not try and tackle the fire yourself. In the event of a fire dial 999 – it’s free of charge

The call will be answered quickly by a BT operator who will say ‘Emergency, which service do you require?’. Tell the operator what the emergency is:

- Stay calm, do not shout, pass your information slowly and clearly
- Give details of the address or location where help is needed.

The address of The Hall is **Pierremont Hall, Pierremont Avenue, Broadstairs CT10 1JX**

- Landmarks may assist the fire crews to locate the address. i.e. Pierremont Park
- Be ready to give some more details to the Fire Brigade operator. They may ask several questions about the emergency.
- Listen to any questions you are being asked
- Stay on the line even if you hear the sirens close by ... they may not be coming to you.

Remember, in the event of a fire:

- Get Out
- Call the Fire Brigade Out
- And Stay Out

If you have called the Fire and Rescue Service and are awaiting their arrival, there are things you may be able to do to help:

- Attract the attention of the fire crew from a safe place as they approach. This is to assist them to locate the property as it may not be immediately obvious.

You may be asked the following by the Fire Officer in charge:

- What is on fire?
- Where is the fire?
- Is anybody trapped or missing?
- Is anybody injured?

Try to stay calm and be as accurate as possible when answering. This will help the Fire Officer decide what action to take



PIERREMONT HALL
BROADSTAIRS

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Any payments made will act as an agreement to these terms and conditions.