

# Stourton Memorial Hall

## Conditions of Hire

1. The Hall Committee reserves the right to refuse and / or cancel events **AT ANY TIME** if it is considered that the event would prejudice the character of Stourhead for visitors or that the event has been misrepresented.
2. The booking should be made in the name of an individual, who will take full responsibility for the security of the Hall during the booking and strictly abide by the conditions of hire.
3. Bookings for public events must be covered by a minimum of £2 million public liability insurance. A copy of the certificate should be sent to the Bookings Clerk by email or post at least one month before the event. The Hall committee take no responsibility for loss, damage or theft of any items from the hall during your period of hire. Please ensure you have adequate insurance cover.
4. Your booking will only be **confirmed** on payment of the full invoiced fee **in advance** of your event. Unless otherwise agreed, a damages/cleaning Security Deposit will required, to be paid at the same time as the hire fee. In the event of cancellation by the hirer the Committee reserve the right to withhold a proportion of the fee dependant on the date of cancellation
5. **Wedding Party Bookings**  
The hire charge for wedding party bookings normally covers from 10.30am Friday to 3.00pm Sunday of the wedding weekend unless otherwise shown in the Agreement. The Security Deposit will be forfeited if the booked time is overrun. Please note the Hall must be cleared by the end of the Hire period **including all items supplied by your contractors.**  
For "Local" weddings the Booking/Cleaning deposit will be forfeited in the event of a "no show" or cancellation less than 4 months from the date of the booking.
6. **Collection of Hall keys**  
**At least 48 hours prior to your event please contact the Caretaker - Julia Ledbury, 2 Bells Lane, Stourton. Tel: 01747 840158 / 07775 932130 to arrange collection and return of the keys.** If paying by the hour, hire is charged from the time of access to the hall to the time keys are returned to Julia Ledbury. Unless agreed in advance with Julia, you will be unable to access the hall prior to your booking. Keys must be returned at the end of your hire period.
7. **Fire Regulations and Health & Safety**  
**Please read the Health & Safety and fire notices displayed in the Lobby of the Hall (small door end).** A maximum of 100 people seated or 200 standing may use the Hall at any one time. Where guests are to be seated adequate gangways must be provided for emergency use. Therefore we suggest a maximum of 80 people seated provides more comfortable seating and adequate gangways. All fire exits must remain free from obstruction at all times, including access to the boiler room in the lobby. The use of portable gas heaters, candles, tea lights or similar in the hall is not permitted  
Emergency exit lights must be switched on.

All accidents must be recorded in the Accident Book.

## 8. Kitchen

**Please read Health & Safety Regulations displayed in the kitchen.**

At the end of your event please empty the fridge of **all** food. All other food should be removed and all surfaces, including tabletops, cooker and tiled surfaces, must be thoroughly cleaned. Floors to be swept but not washed, the fridge/freezer is now to be left on after emptying.

If the Chiller has been used please switch off and **place the provided drip bowl underneath**. Failure to do so will result in damage to the floor for which you will be liable.

### **Crockery, Cutlery etc**

Your requirements must be made know to the Hall Management at least 48 hours prior to your bookings. They must be left in a clean and dry state at the end of your booking.

Shortages will be charged at the current rate.

**NO CHILDREN UNDER 12 YEARS OF AGE TO BE ALLOWED IN KITCHEN AREAS.**

## 9. Hall Fixtures and Fittings

Under no circumstances should Hall fixtures and fittings e.g. lighting, curtains etc be removed (even temporarily), modified or otherwise tampered with without prior permission from the Hall Management. If consent is given for alterations to the Hall electrics such changes must be made by an NICEIC accredited contractor. Any permitted alterations can only be made on the understanding that the Hall will be returned to its original condition by the end of the booking period.

## 10. Attaching Decorations etc

**Any form of attachment to the fabric of Hall, other than using the attachment points described below, whether nailing, screwing, gluing, taping, 'BluTacking', stapling etc will incur automatic forfeiture of your deposit and termination of the Hire without refund**

## 11. Attachment Points

### a) Picture Rail

This is fixed all the way round the Hall, picture rail hooks can be provided on request. A maximum downward load of 5Kgs at any single point and a maximum load on any one section of rail of 20Kgs.

### b) Black Beams

On either side of the black beams are fitted screw eyes at regular intervals. Maximum downward load on any one eye 15Kgs.

### c) Rawlbolt Eyes

These are fitted approx 40cms below the tops of the outside walls. Maximum downward load of 40Kgs.

- i) Please note it is possible to string line between the eyes to provide intermediate attachments.
- d) **Suspended Lighting Track Square**  
You may use this track to suspend balloons or light decoration (total distributed weight not to exceed 10Kgs). These must not impose a sideways load on the square. Please use soft string, or similar, looped over the track.

**We make no warranty as to the suitability of these attachments points for your purpose. Use them at your own risk.**

## 12. Posters and publicity

Posters and other promotional materials advertising events in the Hall are restricted to the following locations for the duration of the event:

- Both entrances to the Spread Eagle Courtyard
- In front of the double door entrance to the Stourton Memorial Hall. the path from the National Trust's Visitor Reception to the Memorial Hall (one poster only)
- Please do not staple or otherwise fix posters to the doors of the Hall. An A1 size "A" frame is available in the Hall.

## 13. Projector Screen

The surface of the screen has a special coating and should not be touched, marked or have anything fixed to it in any way.

## 14. At the end of your hire

### a) **Cleaning**

You will be responsible for cleaning the hall after your event, such cleaning to be undertaken within the hire period unless otherwise agreed in advance. Tables should be cleaned and all tables and chairs stacked neatly in their original location. Please do not drag tables or chairs across the floor.

### b) **Rubbish**

**All rubbish must be removed and taken away from the Hall & National Trust Property. There are no refuse storage or collection facilities. The National Trust bins in the Spread Eagle Courtyard may not be used.**

### c) **Keys**

Please return to the Caretaker unless an alternative arrangement has been made.

### d) **Posters and publicity**

All posters and promotional materials must be removed by the organisers at the end of the event

### e) **End of Hire Check List**

This will be sent with your hire documentation, spare copies will be available in the Kitchen. **A copy must be completed and returned at the end of the hire with the keys.**

## 15. Drinks Licence

The Hall does not have a drinks licence. If you wish to sell alcohol you must apply for your own licence. **Please note: private parties providing drinks free of charge do not require a licence.**

## 16. Toilet facilities

Toilet facilities are available on the opposite side of the courtyard. These will be unlocked for your event.

## 17. Parking / Vehicle access to the courtyard

**There is no vehicular access to the Spread Eagle Courtyard.** Parking is permissible for a maximum of two vehicles in the Spread Eagle Car Park when space is available.

All other vehicles must be parked in the main National Trust car park. Please note that parking charges apply in the National Trust car park between 9am and 6pm. Guests / attendees at events can access the hall via the footpath. A free shuttle bus service is provided by the National Trust most days. Parking is not allowed on the road through Stourton village.

## 18. Charity Collections

Collections, raffles and other charity fundraising are allowed within the Hall only.

## 19. Special conditions pertaining to any activity where food is sold or given to members of the public

At least one person in the hiring group must have a basic food hygiene certificate. This person / persons must be on duty for the entire period of hire and will be responsible for the safe and hygienic handling of foodstuffs including preparation, transportation, storage and display. A copy of the food hygiene certificate must be sent to the Hall Management in advance and another copy should be on show in the kitchen during the event.

If hiring the hall for a private party we recommend you follow basic food hygiene guidelines which are available from:

<http://www.nhs.uk/livewell/homehygiene/pages/homehygienehub.aspx>

There must be strictly no 'touting' for business during Catering Days and this includes any selling outside the hall.

Ice Cream is not to be sold from the Memorial Hall at any time.

## 20. Ladders

**Under no circumstances are ladders to be rested against the Hall walls** a) to prevent damage to the walls and b) the risk of the bottom of the ladder slipping on the Hall floor.

At step ladder with sufficient length to reach the attachment points is available on request. Users must read the Ladder Safety information and sign an agreement to

say they have done so and understand the dangers and are using the step ladder at their own risk.

### **21. Use of Courtyard**

Hire of the Hall gives no right for any use of The Spread Eagle Courtyard. Limited use may be allowed through prior consultation with the Hall Management.

### **22. Guide to Hall Use**

A folder containing information on using the Hall facilities is kept near the urn in the kitchen. There are also copies of End of Hire checklist.