

7th January 2020

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. Our staff will treat every hirer and their guests with all respect and courtesy and expect the same in return. Uncourteous behaviour of any sort is likely to result in the cancellation of the hire and/or a refusal to take future bookings.
3. The basic principle of hire is that the Hall and its surroundings should be left as found and treated with respect.
4. The booking should be made in the name of an individual, who takes full responsibility for the security of the Hall during the booking and strictly abide by these conditions of hire.
5. 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 Hall Manager 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.
6. Full payment of the invoiced fee is required in advance of your event, otherwise entry is likely to be withheld. Unless otherwise agreed, a damages/cleaning/over-run Security Deposit is required, to be paid at the time of booking.
7. Evening events including weddings must finish promptly by midnight. Please note you are hiring the hall not the courtyard and your party/event should not spill out into the courtyard. If there are noise complaints or if the event runs past midnight then your deposit is likely to be retained as the Hall will most likely have to pay compensation.
8. Wedding bookings:
 - a. Wedding bookings made in the year prior to the wedding date require payment of a £300 holding deposit plus refundable deposit at the time of booking, with payment of the remaining sum owing in the January of the year of the wedding. Bookings made in the same year as the wedding date require payment in full at the time of booking. If the wedding is cancelled up to three months before the date then the £300 deposit will be retained. If the wedding is cancelled less than three months before the date then 75% of the entire sum paid (less the security deposit) will be retained.
 - b. Residents or children of residents within the Parish of Stourton and Gasper may book their wedding at a heavily discounted rate. In these cases both the hire fee and the security deposit must be paid in full at the time of booking. If the wedding is cancelled at anytime then both the hire charge and the security deposit will be retained in full.

- c. Unless advised otherwise, the hire charge for wedding bookings covers the period from 10.30am Friday to 3.00pm Sunday of the wedding weekend. The Hall must be cleared in full by the end of the Hire period otherwise the security deposit will be forfeited. Wedding hirers' attention is drawn to clause 7 above.
- d. Keys for all wedding bookings are kept in the key safe in the porch and the access code will be given on the Friday morning of your booking by the Hall Manager who will meet you at the hall at 10am. A ladder risk assessment will also be completed at this time if you have requested use of the hall ladder. Keys must be returned to the key safe at the end of your hire period otherwise your deposit will be retained.

9. Collection of Hall keys OTHER than Wedding Bookings

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. Unless agreed in advance with Julia, you will be unable to access the Hall prior to your booking. Keys must be returned to Julia at the end of your hire period.

10. 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. 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. All accidents must be recorded in the Accident Book.

11. Professional Caterers:.

If hirers employ professional caterers (where some payment is made over and above purely covering expenses) to provide food and drink of any sort for any private function (for example a wedding, residents' event, party, talk), irrespective of whether the food and drink has been prepared at or away from the Hall premises, then the caterers must have at least one member of staff in possession of a valid food hygiene certificate. That member of staff must be in attendance at all times during the event concerned. In addition, public and employer's liability insurance to a value of £2,000,000 must be held and a valid certificate of insurance must be available for inspection during the event. Spot checks may occur and events are likely to be halted if hygiene and insurance certificates are found not to be in order.

12. If hiring the Hall for a private party which is not being professionally catered we recommend you follow basic food hygiene guidelines which are available from: <http://www.nhs.uk/livewell/homehygiene/pages/homehygienehub.aspx>

13. Kitchen:

- a. 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.

- b. 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.
- c. Crockery, Cutlery etc Your requirements must be made known to Julia Ledbury (contact details above) 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.
- d. **NO CHILDREN UNDER 12 YEARS OF AGE TO BE ALLOWED IN KITCHEN AREAS. NO DOGS, PETS, OR ANY OTHER ANIMALS ARE PERMITTED IN THE KITCHEN AT ANYTIME UNDER ANY CIRCUMSTANCES.**

14. 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. 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.

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**

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

15. 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:

- 1. A single A1 size (or smaller) poster mounted on one of the A-frames available in the Hall, positioned to the left or right hand side of the double door entrance to the Hall in the courtyard (the A-frame must not block the door as this is a fire exit).

The A-frame to be brought inside the Hall at the end of each day of the event being advertised.

2. A single A1 size (or smaller) poster mounted on one of the A-frames available in the Hall, and positioned on the path from the National Trust's Visitor Reception to the Memorial Hall close to, but not blocking, the entrance to the pedestrian bridge. The A-frame to be brought inside the Hall at the end of each day of the event being advertised.

For the avoidance of doubt no other posters, banners, advertising or publicity (such as leafleting) is permitted anywhere on the Stourhead Estate, including in the courtyard, around the hall, or on the grass verges. Please do not staple or otherwise fix posters to the doors of the Hall.

16. 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.

17. 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 or you are a wedding hire.
- 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.

18. 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. Also note that no drinks may be sold to the general public other than during designated 'catering days'.

19. Toilet facilities are available on the opposite side of the courtyard. These will be unlocked for your event. Please note that if the toilets are not left in a generally acceptable condition at the end of your event then your deposit is likely to be retained.

20. Parking/Vehicle access to the courtyard:

- a. 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.
- b. 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. All parking charges are paid by event organisers and their guests or visitors to their event, no liability for parking charges rests with the Hall. Guests/attendees

at events can access the Hall via the footpath. A free shuttle bus service is provided by the National Trust most days.

- c. Parking is not allowed on the road through Stourton village.

21. Charity Collections, raffles and other charity fundraising are allowed within the Hall only, not outside.
22. Other than during designated 'Catering Days' no food or drink for immediate consumption may be sold to the general public at any time. For example hirers can sell sealed jars of jam/honey or complete wrapped cakes, but not slices of cake, teas coffees, soft drinks, sandwiches, pasties etc. If hirers attempt to sell food in this way then the other traders in the courtyard will complain and the hirer will be asked to desist immediately. The Hall will not be made available to them in the future.
23. Special conditions where food and drink is sold or given away to members of the public:
 - a. This is only allowed during designated catering days.
 - b. 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 should be on show in the kitchen during the event.
 - c. If food or drink is being sold or given away inside the Hall then there must be no 'touting' for business elsewhere during the hire and no selling or distributing food and drink outside the Hall.
 - d. Ice Cream is not to be sold from the Memorial Hall at any time.
24. Ladders:

Under no circumstances are ladders to be rested against the Hall walls given the possibility of damage to the walls and the risk of the ladder slipping on the Hall floor. A step ladder with sufficient length to reach the attachment points is available on request. Users must apply to use the step ladder in advance, read the Ladder Safety information and then sign an agreement to confirm they have done so, understand the dangers and are using the step ladder at their own risk.
25. 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.
26. 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.