



*The Old Town Hall, High Street, Baldock, SG7 6AR*  
Email: [bookings@bahc.co.uk](mailto:bookings@bahc.co.uk)

## **Terms and Conditions of Hire - Regular Use & Community Groups**

**Booking Secretary:** 07874 238004

Baldock Arts and Heritage Centre (BAHC) is run on a voluntary, not for profit basis. We hope it will be a valuable asset for the local community. To ensure that it can be enjoyed by the greatest number of local residents at a reasonable rate we ask that all hirers are respectful of BAHC and its contents and leave it in a clean and tidy condition at the end of each hire period.

These Terms and Conditions are intended to apply to:

- i) **Community Groups** (e.g. The Baldock Society; The Baldock Festival; The Baldock Partnership; The Women's Institute) who wish to use BAHC for either a one off event or for regular events;
- ii) **Members of the public wishing to use BAHC on a regular basis** (e.g. weekly or monthly events only).
- iii) Members of the public who wish to hire an area for a one-off hire only should refer to Terms and Conditions – One Off Hire

**We ask that you read and understand these Terms and Conditions prior to making your booking(s). When you hire an area, you are agreeing to all these Terms and Conditions of hire.**

### **Booking Conditions**

1. In order to hire one of the areas in BAHC the hirer will be required to complete the booking form and return it to the Booking Secretary with the required deposit.
2. For one off hire by a community group:
  - a. The invoice must be paid at least 28 days before the booking date. If the booking falls within the next month, then the total amount must be paid on booking.



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- b. In the event of cancellation by the hirer, a cancellation fee of 25% of the hire fee will be charged for cancellations within 28 days of the event and 50% for a cancellation within 7 days of the event.
3. For regular hire by a member of public or by a community group:
  - a. Payment in full must be made one calendar month in advance.
  - b. 30 days' notice must be given before cancellation of the hire otherwise fees will be incurred.
4. The Board will take all reasonable precautions to ensure that bookings are honoured and, providing there are no serious issues, bookings should continue unhindered. However, should there be a need to cancel a booking, the Board accepts no liability for this. For those that hire the hall on a regular basis there may, on occasion, be the need to cancel a booking for 1-2 weeks to allow an event to be staged that would further the venue's aims as an Arts and Heritage Centre. As much notice as possible will be given to the hirer on these occasions.
5. The Board may refuse any application for the hire of BAHC without stating a reason.
6. The hirer has responsibility to ensure that the event is properly organised and supervised. The hirer is responsible for any damage or loss to BAHC or its contents during the hire period.
7. The hirer is requested to act responsibly in the advertising and promotion of their event and must remove advertising and promotional material after it.
8. Hire Charges will be reviewed annually and communicated to regular hirers in the autumn. Any increase in charges will come into effect on January 1.

### **The Hire Period**

1. The hirer may not have access to the area hired outside of the hire period. If done so, additional charges will be incurred.
2. The hirer must notify the Bookings Secretary if any additional time is required for setting up or clearing down. This must be included in the hire period so please ensure that sufficient time has been booked.
3. Only alcohol and soft drinks purchased at the licensed bar may be consumed on the premises. Last orders must be completed by 10.00pm (Sunday – Thursday) or 11pm (Friday and Saturday). Music must be stopped by 10.30pm (Sunday – Thursday) or 11.30pm (Friday and Saturday).



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4. Decorations may only be attached to the walls with blu tac.
5. Any staging blocks in the Thomas Pryor Theatre must remain where they are and must not be moved.
6. Any advertising should refer to the hall as Baldock Arts and Heritage Centre, not as Baldock Town Hall.

### **Health and Safety**

1. The Thomas Pryor Theatre is limited to a maximum of 120 people in total. The Gallery is limited to a maximum of 50 people. Please note, these numbers include volunteers on duty and any performers and staff.
2. If licenses and/or insurance are required in respect of any activity, the hirer must ensure that they hold the relevant license and/or certification or that BAHC holds it. Copies of the relevant licences and/or insurance policies must be submitted to the Booking Secretary at least 14 days before an event. Failure to do so may result in the booking being cancelled with no refunds issued.
3. If BAHC is booked for a commercial event attended by children or vulnerable persons, the hirer must provide the Board with details of the appropriate checks for all staff/volunteers.
4. The hirer must report all accidents involving injury to the public to the Booking Secretary as soon as possible and complete the relevant section in BAHC's accident book, which is located in the upstairs kitchen area.
5. If you require access to the kitchen areas, stage or changing rooms please notify the Booking Secretary at the time of booking. Otherwise, these areas must not be used.

### **Fire Safety**

1. All fire and exit points must be kept clear at all times and no obstructions should be placed in the corridors. Fire doors should not be propped open under any circumstances.
2. The hirer must familiarise themselves with BAHC's Fire Policy and Procedures and with the location of fire exits and firefighting appliances. It is the hirer's responsibility to make all members of the public attending their event aware of procedures in case of a fire.
3. In the event of a fire 999 should be dialed immediately.
4. The hirer should ensure all members of the public safely leave the building in an orderly fashion. Our Fire Meeting Point is the Memorial Square (just off the Market Square) in the High Street. If there is no BAHC member on the premises, when it is safe to do so at an appropriate time, please ring the emergency BAHC number to inform them of the incident.



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5. The hirer shall ensure that any electrical appliance brought by them to the premises is PAT tested and that it is used appropriately.
6. The hirer shall ensure that highly flammable substances are not brought into BAHC.
7. Naked flames (e.g. candles) and smoking are prohibited in all areas of BAHC. Bringing fireworks into BAHC is forbidden.
8. Dry ice, smoke machines and confetti guns/bombs are not to be used.

#### **End of the hire**

1. The hirer shall be responsible for leaving the premises and surrounding areas in a clean and tidy condition with all lights switched off. Any equipment used must be cleaned and returned to its correct storage space after use. Please make the Bookings Secretary aware of any breakages or accidental damage as soon as possible.
2. There are a wheelie bin and 2 recycling bins in Bell Row behind BAHC. Please ensure all rubbish is disposed of in the appropriate bins at the end of each day. The Board cannot guarantee that there will be room for all rubbish generated. Any remaining rubbish must be taken away and not left beside the bin.
3. The hirer shall ensure that a minimum of noise is made on arrival and departure particularly late at night or early in the morning.

***We thank you for your co-operation and hope that you enjoy the use of the Baldock Arts and Heritage Centre. If you should have any further queries or feedback on your hire please contact our Booking Secretary. Thank you.***