



STALBRIDGE TOWN COUNCIL

TheHub@Stalbridge
Station Road, Stalbridge, Dorset, DT10 2RG.
Tel 01963 364276.
Email: clerk@stalbridgetowncouncil.gov.uk

Thank you for your enquiry.

Please find enclosed full details of the Terms & Conditions for hire of The Hub at Stalbridge.

If you wish to discuss this further, please contact The Town Clerk.



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Clerk: T Watson
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PRICES EFFECTIVE DATE: 01.06.22

STANDARD RATES FOR HIRING THEHUB@STALBRIDGE

£10 Per hour
N.B weekdays between 9am & 5pm Evening or weekend or bank holiday bookings only taken by prior special arrangement subject to staff availability

COMMERCIAL RATES FOR HIRING THEHUB@STALBRIDGE

£12 per hour
Includes use of kitchen & IT
N.B weekdays between 9am & 5pm Evening or weekend or bank holiday bookings only taken by prior special arrangement subject to staff availability

The following discounts to Hire charges apply to the above hourly rates: one only discount is permitted per booking.

2. Stalbridge based charities & Stalbridge non-profit making community-based organisations. - 50% discount on standard rates. (*Non-profit relates to any organisation, club or society that does not generate income from its members subscriptions and/or the sale of the items it produces*)

Discounts are not applicable to any event where individuals benefit from the sale of any item.

1. Any new club, not for profit groups just starting up are offered a maximum 6 month free use. In this circumstance and regular concessionary bookings may subject to change should the facility be required for other business, at the Officers / Councils discretion.



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TheHub@Stalbridge (hereafter known as The Hub) is owned by Stalbridge Town Council (hereafter known as STC)

BOOKING CONDITIONS

- 1 Bookings cannot be made more than a year and a day in advance of the date required.
- 2 Hire fees can be reviewed at any point. Bookings will be charged at the rate prevailing at the date of the event.
- 3 Hire charges are payable in full prior to booking
- 4 No bookings will be taken for discos, dances, sporting or cabaret events (see hire conditions 7.)
- 5 Large functions will be required to pay a damage waiver deposit



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HIRE CONDITIONS

- 1 **HEALTH & SAFETY** – A copy of the requirements is attached to these conditions. The hirer's signature on the booking form confirms compliance with the health & safety requirements.
- 2 **FIRE & EMERGENCY EXITS** – A copy of the emergency procedures are attached to these conditions.

FIRE EXITS & EMERGENCY EXITS must not be obstructed.

It is the responsibility of the hirer to be aware of the emergency procedure including the location of the exits, the break glass alarm points & and assembly point. It is the responsibility of the hirer to inform and guide attendees present at their event in the event of an emergency.
- 3 **HIRE PERIOD**. The hirer will be expected to vacate the premises immediately at the end of the hire period. Any time in addition to this will be charged at the hourly rate.
- 4 **MAXIMUM PERMITTED NUMBERS** – Main area & the Tim Stone room are based on the fire risk assessment. Maximum number of people in these 2 areas is 63.
- 5 **ALCOHOL** is not permitted for sale in the Hub without prior permission. Please check licencing rules <https://www.gov.uk/government/publications/personal-licence-application->
- 6 **RAFFLES** : Please check with 'Small Society Lottery' regarding the sale of tombola or raffle tickets <https://www.dorsetcouncil.gov.uk/-/lotteries>
- 7 **PUBLIC ENTERTAINMENT**- No amplified live music may be played. No music or signing events will be permitted during TC Office or Library opening hours.
- 8 **INSURANCE COVER** – Proof of hirers Public Liability Insurance of £2,000,000 minimum is required for public events.
- 9 **HIRERS PROPERTY / EQUIPMENT** – STC will not be liable for damage caused to equipment belonging to the hirer during the period of hire or if stored at any time.
- 10 **NOTIFICATION OF HAZARDS** – The hirer is required to notify the TC of any perceived hazards in relation to the property or equipment which occur during the hire period.
- 11 **BREAKAGES & DAMAGE** – STC reserves the right to charge for the replacement or repair due to damage of the Town Council property or premises. HIRERS ARE NOT PERMITTED TO AFFIX ANY POSTERS, NOTICES ETC. ON ANY INTERNAL WALLS.
- 12 **ANIMALS** -Are not permitted inside The Hub except Guide / hearing / therapy dogs.



- 13 **KITCHEN FACILITIES** - To include use of cups, teaspoons hot water dispenser and tea pot. Additional crockery and cutlery requirements are the responsibility of the hirer. All kitchen equipment must be washed dried and returned to the correct storage point. **RAW MEAT must not be prepared in the kitchen or stored in the fridge.**
- 14 **FURNITURE** - Internal tables and chairs must not be used outside the building. External furniture to be provided by hirer.
- 15 **GAS/NAKED FLAMES** – Portable gas equipment is not permitted at The Hub. **CANDLES, NAKED FLAMES, INDOOR OR OUTDOOR FIREWORKS** are not permitted.
- 16 **CLEANING** – STC reserves the right to charge the hirer for any additional costs incurred if the venue is not left clean & tidy.



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BOOKING CONFIRMATION

Date.....

Please find below details of your booking(s) which we are holding on your behalf.

Booking date Start time _____ End time _____

Public event _____ Private Event _____ Number attending _____

Recurring bookings details if applicable _____

Use of IT facilities YES / NO

Event Details -----

Please check the details and confirm your booking by returning a signed copy of this booking form together with your payment in full amount within 5 working days of the booking date above. (N.B payment for regular bookings may be billed quarterly by arrangement)

I HAVE READ, AND CONFIRM THAT I AGREE TO THE TERMS AND CONDITIONS OF THE BOOKING AND HIRE

Signature _____ Name _____ Date _____

Contact Tel Number _____ Mobile _____

E-mail _____



HEALTH & SAFETY REQUIREMENTS FOR HIRERS OF THE HUB, STALBRIDGE

1. First Aid

A first aid box is located in the kitchen. Telephone calls to Emergency Services can be made by dialling 999. If you need to vacate the building please use a mobile phone outside the building. All accident/injuries must be reported to the Town Clerk immediately or next working day - (Office Hours: 9am -2pm Monday – Thursday: 01963 364276).

2. Electrical Appliances

Safety of any third-party electrical equipment is the responsibility of the hirer.

3. Public Liability

Hirers are responsible for their own public liability insurance. (The Town councils public liability insurance does not cover third party use or events run by other organisations.)

4. General

The Town Clerk must be notified of any safety hazards or building defects at the earliest opportunity.

5. Emergency Procedures

It is the responsibility of the hirer to familiarise him/herself with the Emergency Procedures.



EMERGENCY PROCEDURES

In the event of a fire:

- a. Sound the alarm using the Emergency Break Glass points located in the Tim Stone room, entrance lobby and main room
- b. Dial 999 to call the emergency services. 'What 3 Words' location if requested is **snowboard/nurture/cakes**
- c. Fire Extinguishers should only be used if it is safe to do so and in accordance with the instructions.
- d. Leave the building by nearest illuminated exit route (exit through the Tim Stone room or main entrance).
- e. Close all doors behind you.
- f. Report to the assembly point on the D shaped green outside the public WCs wait for emergency services. Conduct a roll-call /evaluation of members or attendees to ensure all are accounted for. Inform the attending Fire Service immediately on their arrival of any persons suspected as being missing.