

# **THE MICHAEL HERBERT HALL**

**(Registered Charity no 263695)**

**SOUTH STREET, WILTON, SALISBURY  
WILTSHIRE, SP2 0JS**



**BOOKING INFORMATION  
TERMS AND CONDITIONS OF HIRING**

## ACCOMMODATION AND FACILITIES

### HEATING

The Hall is centrally heated and a charge for heating is included in the **winter** scale of charges.

### DIMENSIONS

Hall	55 ft x 38 ft
Foyer	30 ft x 24 ft
Stage	27 ft x 14 ft
Committee or changing room behind stage	18 ft x 10 ft
Kitchen	12 ft x 15 ft (approx)

### CAPACITY

Ground floor	Theatre-style seating	300
Ground floor	Dancing (clear floor)	275
Ground floor	Dining with tables/chairs	150
Balcony	Seated only	40

### BAR

There is a bar counter in the Foyer. This may only be used as a licensed bar upon an application being submitted by your chosen bar to Wiltshire Council for an occasional bar licence. A refundable deposit is required if you have a bar provided for your function.

### KITCHEN

The kitchen includes a gas cooker with oven, fridge, sink unit and work top, preparation areas and electric power points: these are to be used at the Hirer's own risk.

### SMOKING IS NOT PERMITTED IN ANY AREA OF THE BUILDING AT ANY TIME

### CAR PARKING

There are car parking spaces in the Hall car park and also in the Council car park which adjoins the Hall.

### DISABLED FACILITIES

The front and rear access ramps provide wheelchair users with easy access. There are disabled toilet facilities within the Hall.

## TERMS AND CONDITIONS FOR HIRE OF THE MICHAEL HERBERT HALL

### A. APPLICATIONS

1. All applications for the use of the Hall must be made on the booking form provided.
2. Upon notification of the booking, a deposit equal to 25% of the total charges payable in respect of all the facilities will be requested. If the Hall is left in an unfit state, the cost of any cleaning needed will be set against this deposit. The deposit must be paid within seven days of booking. The balance of charges must be paid not later than seven days **before** the hiring is due to take place.
3. Cheques must be made payable to: **THE TRUSTEES OF THE MICHAEL HERBERT HALL.**
4. No application will be deemed to be accepted until the booking form has been received, a written notification of acceptance issued by the Caretaker, and the deposit paid.
5. The Trustees reserve the right to refuse any booking without giving reasons and to attach additional conditions to any particular hiring.
6. Access to the Hall should be arranged with the Caretaker, Mrs P Woodward.

### B. CONTACT DETAILS - CARETAKER

1. Please send all booking forms and deposit to Mrs P Woodward at The Estate Office, Wilton, Salisbury, Wiltshire SP2 0BJ.
2. Contact Mrs Woodward on mobile no 07747 563822 (Monday to Friday, 9.00 am until 7.00 pm ONLY).

### C. CANCELLATION OF BOOKINGS

In the event of the cancellation being made:

1. More than 21 days before the hiring is due to take place, the Hall will retain the sum of £20.00 or the hire deposit fee (whichever is greater) to cover administrative expenses;
2. Less than 21 days but more than 7 days before the hiring is due to take place, the Hall will retain one-half of the total charges payable in respect of the booking, or the total charges payable where these do not exceed £20.00;
3. Less than 7 days before the event, the whole fee will become payable.

The Trustees reserve the right to cancel any booking at any time. The Hirer, on receipt of a cancellation notice, shall give up, without the right to compensation, any or all of the accommodation booked as may be required subject to no charge being made for the accommodation so given up and any deposit paid in respect thereof being refunded to the Hirer.

### D. ADAPTATION AND DECORATION OF ACCOMMODATION

1. No decorative material may be placed in any of the accommodation without the consent of the Caretaker. Consent is normally given only for flowers, shrubs and other decoration placed in the accommodation without being fixed by hooks or other attachments. **The use of nails, screws, hooks, adhesive tape or similar adhesive material for fixing decorations to any part of the accommodation is absolutely forbidden.**
2. Prior consent of the Caretaker must be obtained for any constructional work or additional lighting. 13 amp power points are provided.

3. The Hirer shall notify the Caretaker at the time of making an application for hire if the use of the accommodation will involve extraordinary consumption of electricity. In that event, additional charges may be made at the entire discretion of the Caretaker.

#### **E. LOSS, DAMAGE, ETC**

1. Hirers of the Hall shall take all reasonable precautions to ensure the safety, security and maintenance of:
  - i) All parts of the Hall to which they are granted access and hiring;
  - ii) All furniture, fittings and things therein in their existing conditions, and shall comply with all directions given by the staff of the Hall for the safety, security and maintenance of the accommodation, its contents and the persons using the same.
2. **The Hirer and persons employed by him are not covered by an Employers' Liability insurance effected by the Hall and must make their own arrangements for such insurance.** If required, the Hirer shall produce to the Caretaker satisfactory evidence of such insurance, and failure to do so on request shall entitle the Caretaker forthwith to cancel any booking without any right to compensation to the Hirer.
3. Due to theft, **a First Aid box is no longer provided at the Hall** and therefore it is the responsibility of the Hirer to provide first aid equipment for their employees and guests during the period of the hiring.
4. Nothing must be done or permitted to be done so as to cause a nuisance or annoyance to the occupiers of properties in the vicinity of the Hall.
5. The Hirer undertakes, by signing the prescribed form, to indemnify the Trustees in respect of any loss, damage (except by fire and explosion), injury, costs or charges arising out of the hiring.
6. The Trustees do not, except for negligence on their part, accept responsibility or liability in respect of damage to, or loss of, any property or things whatsoever placed or left upon the premises by the Hirer or by persons attending the premises during the period of the hiring.

#### **F. PUBLIC PERFORMANCES**

1. The Hall is licensed by Wiltshire Council for public dancing, singing and music to 23.59 hrs on Mondays to Saturdays and to 22.30 hrs on Sundays, and the Hirer must comply with the terms and conditions in respect of any function to which such licence applies.
2. The Hirers must ensure that they have the right to have the works performed or produced, and must identify the Trustees, by signing the prescribed form of undertaking, against all sums of money which the Trustees may have to pay by reason of any infringement of copyright occurring during the hiring.
3. Whenever the function includes the public performance of any copyright work, the Hirer will, on request, render to the Trustees a complete list of all the works performed at this function.

## G. SAFETY, ETC

1. No petrol, petroleum or similar spirit, fireworks, pyrotechnics or explosive devices shall be brought onto the premises.
2. The exits and emergency doors shall be kept in perfect working order and free and unobstructed. All fire alarms, controls and fire fighting appliances must be kept free of obstruction and readily accessible at all times.

## H. ORDER & CONDUCT

1. The Hirer shall provide and pay for sufficient stewards (including cloakroom attendants) to secure the orderly and efficient conduct of the function for which the hiring is made, and such stewards shall be the employees of the Hirer during the holding of such function.
2. The Hirer must pay for such number of Police as may be necessary for the proper conduct of the function for which the hiring is made, the regulation of traffic in connection therewith and the protection of the Hall property. The Trustees reserve the right to require the Hirer to pay for such number of Police for this purpose as they may specify.
3. Suitable footwear must be worn by all persons dancing in the Hall, in order not to cause damage to the floors or floor covering.

## I LICENSED BAR & CATERING

### KITCHEN

A kitchen is available for hire for the preparation and serving of food and drink. The kitchen has a large gas cooker, fridge, electric sockets, stainless steel sink and double drainer, hand basin, large worktop area. An urn, crockery and cutlery are also available for hire at an extra charge. The kitchen and kitchen equipment, if used, must be left in a clean and tidy condition and are **used at the Hirers' own risk**.

### BAR

Arrangements can be made for a licensed bar to be run on request.

**NOTE: You are responsible for asking your chosen bar to apply for a licence to sell alcohol from Wiltshire Council. A copy of the licence must be forwarded to the Estate Office no less than 14 days before your event to ensure that the bar area is available for use.** The bar licence is not required for functions where no charge is made for drink.

1. Save in the case of formal luncheons and dinners, NO INTOXICATING LIQUOR SHALL BE TAKEN AWAY FROM THE ACTUAL ROOM IN WHICH THE BAR IS SITUATED, provided always that the consumption of intoxicating liquor at tables arranged around the dance floor in positions approved by the Hall caretaker shall not be a breach of this condition.
2. No alcoholic liquor or mineral waters shall be brought into the Hall otherwise than by the caterer or Hirer, for a private party where no admission charge is made, and the Hirer shall forthwith expel from the Hall any person infringing this rule.

3. The Trustees reserve the right, in their unfettered discretion, to prohibit the sale of intoxicants before or during the hiring, whether or not a licence for the sale thereof may have been obtained. This power may be exercised by the Trustees or by any person authorised by them.

## **J. RESPONSIBILITIES OF THE HIRER**

### **BAR LICENCE:**

See above note.

### **SETTING UP THE HALL:**

All hirers of the Hall are responsible for setting up and taking down the chairs and tables for use at their event. The chairs and tables will be available in the Hall. However, it may help you to include the amount of time needed to set up the Hall in your booking request.

### **LEAVING THE HALL:**

All furniture, equipment etc, brought in by the Hirer must be cleared away by 6.00 pm on the evening of the daytime hiring, or by 10.00 am on the day following an evening hiring.

**NOTE: The Hirer is held responsible for seeing that the Hall is left clean and tidy, that all doors are locked, and all lights are switched off after the hiring.**

### **RUBBISH:**

**Hirers are responsible for clearance of the Hall and the surrounding area, the removal and disposal of their own rubbish.** The Hall does not hold a contract for the removal of public rubbish and the Council will not remove it from outside the Hall.

## **K. GENERAL**

1. The Trustees reserve the right of entry at all times to all parts of the premises hired for any of its staff duly authorised for that purpose.
2. THESE CONDITIONS, REGULATIONS AND CHARGES FOR THE USE OF THE ACCOMMODATION MAY BE AMENDED BY THE TRUSTEES AT ANY TIME WITHOUT NOTICE, AND, SO AMENDED, SHALL APPLY TO ALL HIRINGS TAKING PLACE THEREAFTER, REGARDLESS OF THE DATE OF BOOKINGS OF SUCH HIRINGS.
3. **Flyposting – if your event is to be advertised, please note that flyposting is not tolerated in this area. The Council may impose a fine for illegal posting and we are obliged to supply them with your contact details.**

## ENTERTAINMENT NOTICE

Please note that all entertainment/music should cease by:

<b>23.59 hrs</b>	<b>MONDAY - FRIDAY</b>
<b>23.59 hrs</b>	<b>SATURDAY</b>
<b>22.30 hrs</b>	<b>SUNDAY</b>

Half an hour will be permitted after these times for the purposes of clearing the hall.

**AS THE HALL IS SITUATED IN A RESIDENTIAL AREA, WE REQUEST THAT NOISE LEVELS BE KEPT TO A MINIMUM AT ALL TIMES.**

## FIRE AND EMERGENCY INSTRUCTIONS

Please note that it is the responsibility of the Hirer to clear the Hall in the event of an emergency. Fire notices and extinguishers are situated at every fire exit.

The Hirer must nominate stewards to be on duty at each exit to assist guests in entering and leaving the premises and be responsible for pointing out fire exits to guests on arrival and in the event of an emergency calling the fire brigade.

Stewards must be made aware of the fire routine and emergency procedures below.

### *Appendix FP 6.160*

## WILTSHIRE FIRE BRIGADE FIRE INSTRUCTIONS PLACES OF PUBLIC ENTERTAINMENT (SMALL PREMISES) FIRE NOTICE

### ON DISCOVERY OF A FIRE

The person in charge should:-

- Stop any entertainment that is taking place
- Ask the public to leave the premises quickly and quietly
- Ensure that the Fire Brigade is called

(The nearest telephone is situated by The Greyhound Inn, Market Square, Wilton)

- Dial '999' ask for Fire Brigade
- State "Fire at Michael Herbert Hall, South Street, Wilton, SP2 0JS"

## **GDPR**

*The Law changed on 25<sup>th</sup> May 2018 in regard to the use of personal data, under the General Data Protection Regulation changes.*

*We will keep your booking form and details (ie name, address, mobile and or telephone number and e-mail address etc) securely for a maximum of 3 years. Once this period is up, any paper documents relating to your use of the Michael Herbert Hall will be shredded by an approved confidential shredding company.*

*We do not use any of your details for marketing purposes and we never sell your details to third-party businesses.*

*If you have any questions, please do not hesitate to contact Wilton Estate Office on 01722 746700 or e-mail [admin@wiltonhouse.com](mailto:admin@wiltonhouse.com)*

## **DIRECTIONS FOR THE MICHAEL HERBERT HALL (postcode: SP2 0JS)**

For ease of reference - please look for the brown tourist signs which will direct you to Wilton House. Please then drive past the House until you reach a set of traffic lights in the centre of Wilton. Turn left into South Street, and the Michael Herbert Hall is situated on the right-hand side just past the terrace of houses.

**From London:** M3, A303. Ignore all the Salisbury signs until you have passed Stonehenge, then take the first exit at the roundabout after Stonehenge (A360) towards Salisbury. After about six miles, watch for the brown tourist sign and turn right. Wilton House is just over the next roundabout on your left.

**From Southampton/Portsmouth:** approaching Salisbury on the A36 go around the south side of the city (A3094) following the signs for the racecourse and then Warminster until you pick up the brown tourist signs for Wilton House.

**From Bournemouth/Fordingbridge:** approaching Salisbury on the A338, go around the south side of the city (A3094) following the signs for the racecourse and then Warminster until you pick up the brown tourist signs for Wilton House.

**From Bristol/Bath/Warminster:** approaching Salisbury on the A36 watch for the brown tourist signs to Wilton House as you enter Wilton.

**From the north:** the recommended route is via the M40 to Oxford, A34 south to the A303 and then as per the information for 'London'.