

THE MICHAEL HERBERT HALL

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 copy of the licence must be forwarded to the Estate Office no less than 14 days before your event.** The bar licence is not required for functions where no charge is made for drink.

KITCHEN

The kitchen is available for hire for the preparation and serving of food and drink. The kitchen has a large electric cooker with oven, fridge, urn, stainless steel sink unit and double drainer, hand basin, large worktop area, preparation areas and electric power points. The kitchen and kitchen equipment, if used, must be left in a clean and tidy condition and are used at the Hirer's own risk.

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

BOOKINGS

1. All applications must be made via the online booking form and all information requested must be provided. **The booking is not confirmed until the booking manager has received the form and approved the event or function.**
2. The Michael Herbert Hall (MHH) allows half hour on either side of the booking time free of charge for setting up and clearing away. If extra time is required then that time is chargeable. The hire of the Hall does not entitle the Hirer to enter or use the premises at any time other than the specific hours between which the Hall is hired.
3. For all bookings we require full payment within 14 days of the booking.
4. Bookings made within 28 days of the date of the hire are payable in full at the time of booking.
5. BACS payments to: Michael Herbert Hall, Sort Code 30-90-34, Account Number 24868260.
6. There will be a refundable damage deposit of £75 charged on all private bookings. This amount will be refunded if the Hall is left in a clean and tidy state.
7. The Trustees reserve the right to refuse any booking without giving reasons, and to attach additional conditions to any particular hiring.

CANCELLATION OF BOOKINGS

In the event of a 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 to cover administrative expenses, and return the remaining balance;
2. Less than 14 days before the hiring is due to take place, the Hall will retain one-half of the total hire charges payable in respect of the booking;
3. Less than 7 days before the event, the whole hire fee will be retained (excluding the damage deposit which will be refunded).

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.

RESPONSIBILITIES OF HIRER

1. The Hirer is the person who signs the booking form and must be 18 or over. The Hirer must be present at all times during the hire period. If the Hirer is not present at any time during the hire period, he/she will still be held responsible for any breach of these conditions by invited or uninvited persons. It is the responsibility of the Hirer to effect whatsoever insurance he/she feels necessary to cover the hire period and activities.
2. At the end of the booking period the Hirer must ensure that all attendees leave the Hall promptly and the Hall is left in a clean and orderly state. **Rubbish including litter and food remains must be bagged and removed before leaving** (the Hall does not hold a contract for the removal of public rubbish and the Council will not remove it from outside the Hall). **Tables and chairs should be returned to their original positions.** Items may be left for collection the next day AT THE HIRER'S RISK, WITH PRIOR

PERMISSION AND AT THE DISCRETION OF MHH. **The Hirer is held responsible for ensuring that all doors are locked, and all lights are switched off after the hiring.**

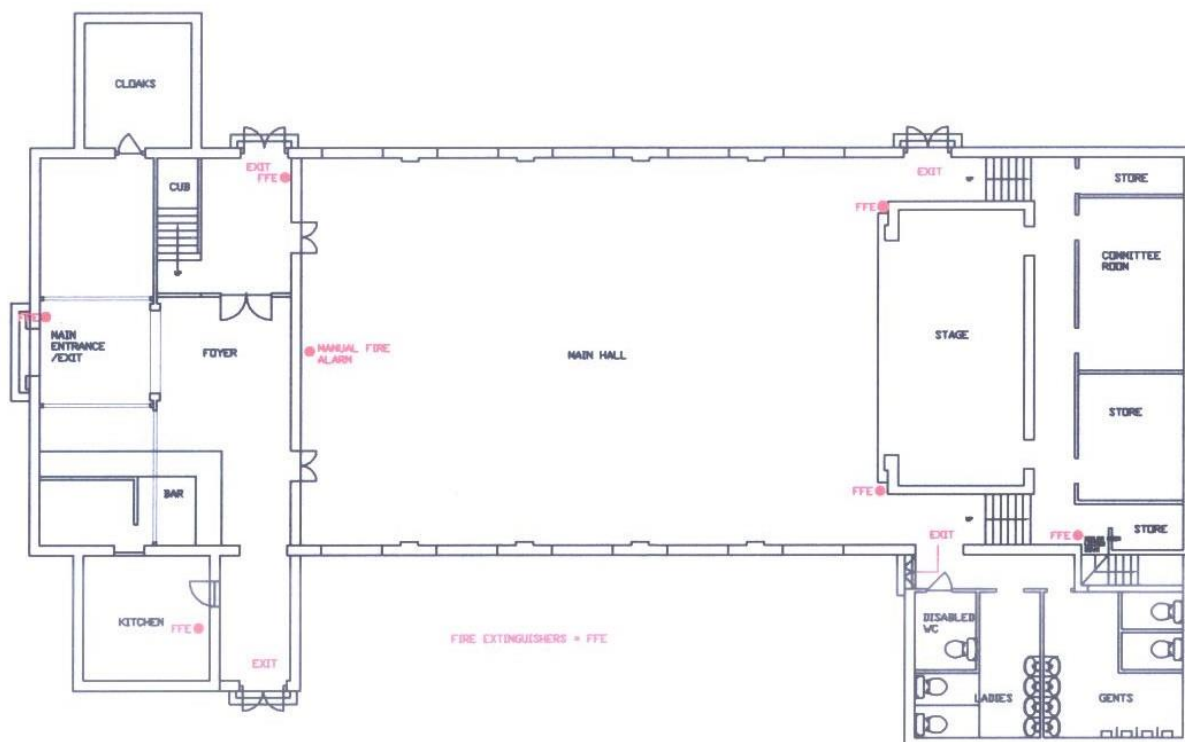
3. The Hirer is responsible for any damage to the Hall, its contents or the external area during the hire period and while persons are entering or leaving the premises before, during or after the hire period, however and by whomsoever caused. All damage must be reported to MHH.
4. If there is any damage to the building or contents of the hall, any excessive over-run of time or any excessive cleaning required, the Hirer will forfeit all or part of the damage deposit, at the discretion of MHH, and additional charges may be made in serious circumstances.
5. The Hirer will ensure that any noise resulting from activities before, during and after an event or function is kept at an acceptable level so that local residents are not inconvenienced or troubled.
6. Fireworks are not permitted in the car park.
7. **Smoking is not permitted in any part of the building.** Hirers are required to ensure that all attendees abide by the law and the Hirer also agrees to indemnify MHH for any charge levied in the event of any breach of the legislation.
8. Children attending the event or function must be kept under supervision and control at all times. The car park is not a playground and must not be used as such.
9. Suitable footwear must be worn in the Hall at all times. 'Heelies', roller skates and roller blades are forbidden at all times. Damage caused by their use is chargeable to the Hirer.
10. Soft shoes with non-marking soles should be worn for sporting activities. Bare feet are permitted but MHH cannot be held responsible for foot infection or damage, unless caused by negligence on the part of the MHH.
11. The Hirers must ensure that they have the right to have the works performed or produced, and must indemnify the MHH, 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.
12. 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.
13. No bolts, nails, tacks, screws, bits, pins, Sellotape or other like objects shall be driven or fixed into any part of the Hall nor shall any placards or any other articles be fixed thereto without the previous written permission of MHH.
14. No flags, emblems or any other decorations shall be displayed outside any part of the Hall without previous written consent. The Hirer shall remove any flags, emblem or any decoration displayed inside the Hall if in the opinion of MHH it shall be unseemly or expose the Hall to any undue risk of fire or in the opinion of MHH is likely to lead to disturbance or a breach of the peace.
15. The Hirer will not sub-let any part of the Hall.
16. **If alcohol is to be sold on the premises, please note the Hirer will need to acquire a TEN (temporary event notice) from Wiltshire Council. Guidance notes are available on request. A copy of the TEN must be sent to MHH in advance of the event and displayed at the side of the bar.**
17. The Hirer will not allow the maximum capacities given above to be exceeded.

SAFETY

The Hirer is responsible for ensuring that all safety regulations are adhered to. These are:

1. Exits must be kept clear at all times; they must not be blocked by chairs, tables or other obstructions.
2. Fire appliances must not be removed or tampered with. Fire notices and extinguishers are situated at every fire exit.

3. Smoke machines, candles, flares or fireworks are not permitted at any time in any part of the building or in the car park.
4. All scenery and costumes brought in for performance activities must be fire-proofed.
5. Electrical equipment used by entertainers (e.g. discos) shall be fitted with residual current device protection (BS7671) and labelled accordingly.
6. No additional lights or extension from the existing electric light fittings shall be used without the prior written consent of MHH.
7. In the case of an emergency, the Hirer shall immediately inform MHH and call the emergency service as appropriate.
8. **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.**
9. 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.



MICHAEL HERBERT HALL

1:200

SEPT 2007

DRAWN: GSB

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