

THE GRANGE HALL, SOUTHAM MANAGEMENT COMMITTEE

BOOKING CONDITIONS

BOOKING APPLICATIONS:

- For the hire of premises or facilities must be made on the official application form, either by hand or by email, and should include a non-refundable deposit for £25 (plus an additional £15 if the Bar is required)
- The number of persons for any function should not exceed 200.
- No dance or entertainment shall normally continue after Midnight (occasional exceptions, i.e. New Year's Eve).

PROVISIONAL BOOKINGS remain pencilled in the diary for up to two weeks; however, it is in your own interest to confirm as soon as possible otherwise it may be subject to cancellation should another alternative booking be received.

PERIOD OF HIRE shall be deemed to include the period from the earliest entry to the premises up to the latest exit from the premises, and the charge will be for the entire period. In the event of the Hirer, or any other person involved in the hire, occupying the premises before or after the agreed period of hire a charge for each additional hour or part will be made at a rate equal to the hourly rate for the original period of hire. All bookings must include time for setting up and clearing away of equipment, and the cleaning of floors where necessary.

HIRE CHARGES for the use of the facilities are laid down by the Management Committee of the Grange Hall and they reserve the right to vary any charges made for any Period Hire by giving not less than one month's notice of such variant. Charges for one off hire and block booking of facilities must be paid at least one month in advance of the hiring unless otherwise agreed in advance with the Administrator. The Administrator may require any hirer to deposit a sum of money as security for the payment of charges and compliance with these conditions. Any dispute regarding charges must be received in writing not more than 14 days after the date otherwise the full charge will be deemed payable. **All hire charges quoted are current at the time of booking and will not necessarily be the price on the day of the event. (Full payment on booking, however, guarantees the price). A review of hire charges is held each year in January.**

PAYMENT for the use of facilities must be made by the due date stated on the booking form/invoice issued by the Grange Hall or by arrangement agreed with the Administrator. All cheques should be payable to "The Grange Hall". Where payment is not received by the due date, in accordance with these conditions,

subsequent periods of hire may be cancelled forthwith and an interest charge of up to 10% per month may be levied.

CANCELLATION BY HIRER In the event of the Hirer wishing to cancel any booking in whole or part shall give a minimum of 28 days notice in writing to the Administrator. In this event, the Hirer shall be liable for the following amounts: 100% of any deposit paid on booking / 50% of the total fee payable if giving less than 3 months notice in writing / 100% of the total fee payable if giving less than 28 days notice in writing. **Deposits are transferable but not returnable. Only in exceptional circumstances will the whole event be transferred at no extra cost.**

REFUSAL, TERMINATION AND CANCELLATION OF BOOKINGS The Grange Hall reserves the right to refuse any application, or to cancel or terminate any booking before or during the period of hire for any reason whatsoever without being bound to give any explanation for the decision. The Grange Hall will not, as a result, be held liable for a breach of contract or for any expenses incurred as a result of the action of its employees, and will not entertain any claims for compensation. Any charges or apportioned part thereof shall be refunded to the Hirer subject to the Hirer adhering to all the conditions of the hire and written requirements of the Grange Hall Management.

BREACH OF CONDITIONS AND REGULATIONS Upon any breach of the foregoing conditions and regulations, criminal act, or action likely to endanger the customers and employees of the Grange Hall, by the Hirer, the Grange Hall Management or agent may terminate the hiring forthwith, even if the period has not expired. The Hirer will remain liable for all the charges up to that time, and any compensation for any other charges or damages due to the Grange Hall or any third party.

The Hall is provided for the benefit and use of the whole community of Southam and District.

HEATING AND LIGHTING

Heating: This is automatically controlled by Thermostat. The control panel is located in the kitchen in the large cupboard to the right, and is not accessible to hirers. There is a controllable thermostat fitted at the back of the hall which hirers will be able to regulate.

Doors and windows should not be opened to obtain ventilation of the hall as this allows noise emission. When ventilation is required, the extractor fans can be switched on (only during the summer time as these do not operate independently during the winter months), again by using the switch nearer the thermostat at the back of the hall.

Lighting: The fluorescent lights in the Foyer and Main Hall are controlled by switches to the left of each set of doors to each room. The switch for the illumination of the emergency exit signs is located on the stage. Other lights for the Hall and stage are operated from the control panel at the left-hand side of the stage.

Exclusion Clause – All users of the Grange Hall bringing electrical appliances and equipment on to the premises must ensure that these are correctly wired and conform to British Standards, and are in all respects safe to use. We offer PAT (Portable Appliance Testing) if required at a nominal charge. The security of such equipment and its safety are the sole responsibility of the hirer. Any electrical equipment must be plugged into the normal 13amp sockets provided in the hall and should not be overloaded. No hirer may tamper in any way with the electrical system without being granted formal permission in writing by the Management Committee.

KITCHEN

This is well equipped with a large gas oven with 6 hobs, electric hot water boilers, microwave, large teapots, kettle, large fridge/freezer, trays and 3-tier trolley. Matches, gas lighter and instruction booklets should be found in the cupboard near the cooker, but it is advisable to bring your own if needed.

Crockery/Cutlery: Includes cups, saucers, dishes, side plates, dinner plates, knives, forks and spoons sufficient for 150 people. There are a few dozen teaspoons, together with some glasses, water jugs, milk jugs and sugar basins. Hirers/caterers must provide their own pots, pans, baking sheets, cooking utensils.

Hirers are asked to respect this equipment and to leave the kitchen clean and tidy, and there is a large red wheelie bin for all rubbish.

BAR

The Hirer shall ensure that all persons using the premises during the period of hire abide by the licensing conditions and regulations applicable to the facilities hired; that all persons involved in the hire behave in such a manner as to cause no offence to any customers or employees of the facilities, and that at all times during the period of hire free entry is given to any authorised official of the Grange Hall, Town Council, or Police and emergency services to inspect the premises or activities therein. The Conditions of the Licences issued by the Stratford-on-Avon District Council, in respect of the public performance of stage plays, public music, singing or dancing shall be complied with. These may be inspected in the Grange Hall Office. The Hirer shall employ sufficient stewards as necessary to maintain a good order during the hiring and shall expel any person acting in a disorderly manner, or disobeying the instructions of the Grange Hall Management. The Hirer shall note the following:

- A Risk Assessment is carried out of the Hall on a monthly basis; should you find anything of concern; please notify the Administrator.
- Disabled Persons Access: There is a brick built ramp at the front of the building. The rear entrance is level and also has access to toilets designed for the use of disabled people. There is also a brick built ramp to the right of the rear entrance leading to the Committee Room. All doorways in the hall are wide enough for wheelchair access.
- No person shall interfere with any electrical fittings or meters.

- No nails, screws or other such items be driven into any part of the structure of the building or any fixtures or fittings therein (cellotape is not recommended, and blue tac should be used carefully).
- No machinery, decorations or hanging items be brought into or used on the premises. However, there are permanent hooks around the hall where bunting may be hung.
- No inflammable, explosive, dangerous or offensive article, or any steam, gas or other engine may be taken into the building without permission. and nothing be done to the premises that might involve any additional risk to the building, property or employees of the Grange Hall.
- **ALL equipment, decorations, etc. must be cleared on the night of the event;** no access is allowed the following day unless prior arrangements have been agreed with the Administrator.
- At the end of your booking, please ensure that all food, washing up, etc. is cleared away and any litter put in the black bags provided and put in the red wheelie bin outside the kitchen.
- All doorways, passages, gangways and fire escapes are kept free from obstruction. **Fire Instructions are included at the end of this booklet. Make sure you familiarize yourself with them. It is your responsibility to raise the alarm, clear the building and contact the Fire Brigade.**
- Smoking: The Grange Hall is smoke-free. Smoking is only allowed outside where bins are provided. Please ensure they are used!
- **BAR:** No alcohol shall be brought onto the premises or consumed except as supplied by the Grange Hall or those permitted by the Grange Hall to do so. There is a fully equipped Bar which is available for bookings of 40 persons or more (at no extra cost) provided at least two weeks' notice is given. A non-returnable deposit of £15.00 is required which will be deducted from the final balance payable. Under no circumstances are children under 14 allowed in the Bar area at any time. A Low takings levy of at least £100.00 will be charged, should bar takings not exceed £150.00, to cover bar staff wages, administration, etc.
- No activity takes places on the premises during the period of hire other than that for which the application has been accepted.
- No sweepstakes, raffles or other forms of lottery shall be promoted, conducted or held on the premises except such lotteries that are deemed to be not unlawful.
- The premises are not sub-let to any other user.
- All property belonging to the Hirer or other persons involved in the hire be removed from the premises, and the premises and all fixtures and fittings therein be left in clean and good condition at the end of any hire period.
- No event or period of hire shall be advertised or announced to take place until the application for hire has been confirmed or the consent of the Grange Hall obtained; Section 12 of the Children and Young Persons Act 1933, as to provisions for safety of children at entertainments, shall be observed (copy of this is in the Grange Hall office).

- Animals are not admitted without permission (guide dogs excepted). Dogs are **never** allowed in the carpeted areas and they should enter and leave the Hall by the rear entrance at all times.
- **Accidents**, however minor, must be reported to the Administrator and entered in the Accidents Book; basic first-aid boxes are in the Kitchen and the Bar.
- No barbecues are held on the premises or grounds. ALL equipment, decorations, etc. must be cleared on the night of the booking. No access is allowed the following day.
- All users bringing electrical appliances and equipment on to the premises must inform the Administrator and ensure that these are correctly wired and conform to British Standards, and are in all aspects safe to use. We offer a PAT (Portable Appliance Test) service at a nominal charge. The security of such equipment and its safety are the sole responsibility of the hirer. Any electric equipment must be plugged into the normal 13amp circuit provided in the Hall which should not be overloaded. Stage lighting facilities are separate to this; please enquire.
- Any lost property unclaimed after a reasonable period of time will be disposed of.
- The hirer shall be responsible for good order of persons admitted to the rooms during the hiring. The Committee have the right of instantly terminating the letting if the hirer fails to maintain such good order and conduct and no compensation shall be payable by the Committee. A sufficient number of attendants and stewards must be provided for the efficient supervision of the rooms and for the safety and preservation of order therein and no intoxicated person shall be allowed on the premises.
- The Police will be called in the event of any damage or trouble occurring during the hiring period.

DAMAGE/TIDINESS The Hirer shall be responsible for any damage occasioned to the premises, fixtures and fittings during the period of hire, and shall pay to the Grange Hall the value of such damage assessed by the Grange Hall whose decision shall be final. Hirers are required to leave a sum of £50 or £100 deposit with the Administrator, returnable after the event (or cheque destroyed) if the Grange Hall has been left without damage.

INDEMNITY The Grange Hall shall not be responsible for any damage, injury or loss to any person or of any property brought into or left on the premises by the Hirer or any other person involved in the hire and the Hirer shall indemnify the Grange Hall against any claims for damages or expenses which may be made in this respect.

INSURANCE The Hirer shall obtain such insurance as may be necessary to indemnify him/her organisation against any third party liability up to a minimum of £250,000. In addition, the Hirer shall obtain any other specific insurance protection deemed necessary by the Grange Hall for any damaged done to any

part of the property, including the curtilage thereof, or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

INTERPRETATION Any questions arising as to the interpretation of these conditions, or of the charges, shall be determined by the Grange Hall Management Committee.

KEYS: Hirers should make arrangements to collect a key for their event. This should normally be collected from the office between 9.00-1.00pm any weekday, and will have to be signed for. The key can then be put through the letterbox by the front entrance to the hall at the end of the event.

Thank you for your co-operation.

We hope you have an enjoyable visit

and will come again.

**THE FOLLOWING HAVE BEEN RECOMMENDED TO
OURSELVES
(IN NO PARTICULAR ORDER)
LIABILITY IS NOT ACCEPTED SHOULD ANY PROBLEMS ARISE**

CATERERS

The Coffee Cup & Sandwich Deli

16 Market Hill, Southam Tel: 01926 812288

Grosvenor Catering (Ray & Jan Playdon) ray@playdon.fsbusiness.co.uk

10 Church Terrace, Harbury, Warwicks, CV33 9HL (Tel: 01926 612510 / 07980661562)

Aubrey Allen Ltd

Leamington Spa - Contact Rhona 01926 311208

Sainsbury's / Marks & Spencers

Very good platters at reasonable cost

DISCOS

ABC Discos (Mark Nicholls) www.abcdisco.co.uk / m.nicholls@sky.com

60 Fishponds Road, Kenilworth, CV8 1EZ (Tel: 01926 851511/07714539612)

Jags Disco Promotions (Greville Ireland)

16 Spire Bank, Southam 01926 810641 / 07769 818277 / grevillei@aol.com

"Social Intercourse"

Kyle and Marcus Ferguson, 12 Coventry Road, Southam, CV47 1EB Tel: 01926 812196

Very good all round music - for all ages!

The IMPOSTER Disco

Roger's kind of music for all ages and all occasions – birthdays, weddings & anniversaries

01926 420223 / Mobile: 07956 388862

Simply the Best – Lightning Sounds Disco and Karaoke

024 7647 1002 / 0795 125 4426

BALLOONS & TABLE FAVOURS

Attica Promotions, Daventry Street, Southam Tel: 01926 810568

BOUNCY CASTLE

Southam Bouncy Castles - Mrs Louise Woodward

Tel: 01926 815467 or 07947 476549

FLORAL ARRANGEMENTS

Suzanne Evett Florist

9a Market Hill, Southam Tel: 01926 814343

Jacqueline the Florist

7 Market Hill, Southam Tel: 01926 812440 / Interflora: 0800 026 6405

Bells' Flowers

1A Daventry Street, Southam Tel: 01926 812641

PHOTOGRAPHER

Claire Louise - Southam Tel: 01926 811270

CAR HIRE - Weddings & Special Occasions / TAXIS

Happy Days Limousine Hire 024 7651 1516 / 01926 819080

Cardalls 01926 812145

Exec Cars 01926 817878

VETERINARY SURGERY - AVONDALE

Southam Tel: 01926 812826

www.avonvets.co.uk / email: info@avon-vets.co.uk

BED & BREAKFAST / HOTELS

Tarsus Hotel, Daventry Road, Southam 01926 813585 -
www.tarsus.uk.com

ADDITIONAL INFORMATION (for seating and table layout)

200 Chairs / Tables: 21 lg trestle 5½' x 2½' / plus various smaller square ones

DRINKS

The Grange Hall holds a full on-licence for its bar. Therefore, no alcoholic drinks whatsoever can be brought on to the premises unless there has been prior arrangement with the licensees for which a charge will be made. (Corkage for wine is currently priced at £10.00 per bottle; this includes the glasses and the washing up, as well as serving, if needed)*.

Bar drinks are at standard prices
(This is at April 2012, and are subject to change)

Special purchases, for toast and table wines, will be approximately priced as follows, and can be supplied on a sale or return basis (any particular wines can be obtained, but prices will vary):-

Sherry	£10.00 per bottle (serves 15 people)
Asti/Cava	£10.00 per bottle (serves 6 – 8 people)
Champagne	£25.00 per bottle (serves 6 – 8 people)
House Red/White	£7.50 per bottle (serves 5 – 6 people)
Other Wines	£10.00 per bottle (serves 5 – 6 people)
Bucks Fizz	£5.50 per bottle (serves 6 – 8 people)
Elderflower Pressé	£4.50 per bottle serves 5 – 6 people

These prices include the supply of glasses, which will be provided in the kitchen in boxes, and should be washed up by the hirer or caterer, and left in same boxes after use.

A £1.00 charge per glass will be levied on breakages or missing glasses.

*Should Grange Hall bar staff be required to set up, serve or clear away glasses, then this can be arranged with sufficient notice; however, there will be an additional charge of between £30.00-£50.00 depending on number of glasses involved.

All table wines and other special purchases will be invoiced to the hirer during the week following the event. Other drinks must be paid for in cash at the bar in the usual way.

- **PRICE CHANGE: The above prices are only a guide. When booking weddings/parties so far in advance (sometimes twelve months or more), the above prices may be subject to change once the date of the event arrives**

FIRE ROUTINE / INSTRUCTIONS

IF YOU DISCOVER A FIRE OR ARE WARNED OF A FIRE

- (1) If you discover a fire - immediately report the location to the person in charge
- (2) The person in charge will immediately raise the alarm by asking all the occupants to LEAVE THE PREMISES. Close all doors. Do not stop to collect personal belongings.
- (3) The person in charge will call the 999. Most people these days have mobiles, but there is a telephone in the Bar Room, if this is being used. Otherwise the nearest public telephone box is on: **Market Hill, Southam**

Hirers are asked to familiarise themselves with the plan of the Grange Hall building, which is given below in order that they are full conversant with all locations of emergency exits and the positions of the fire appliance points. The switch for the illumination of the emergency exit signs is located in the large cupboard near the entrance to the kitchen.

Please also ensure that all fire exits are not obstructed either by tables or chairs, especially from the main hall into the bar area.

- (4) The person in charge should ensure that all visitors leave the Grange Hall by the nearest exit, and assemble on the car park area. The hirer is responsible for keeping a record of number/names of people attending the function and to ensure that all people vacate the building immediately the alarm is sounded. The hirer is responsible for ensuring that the building has been evacuated by checking toilets, cloakrooms, etc.
- (5) Attack the fire using the appropriate fire extinguishers, only if you are confident in doing so and there is no apparent danger - **DO NOT TAKE RISKS!**

Do not RE-ENTER the building until it is deemed safe to do so by THE FIRE BRIGADE!

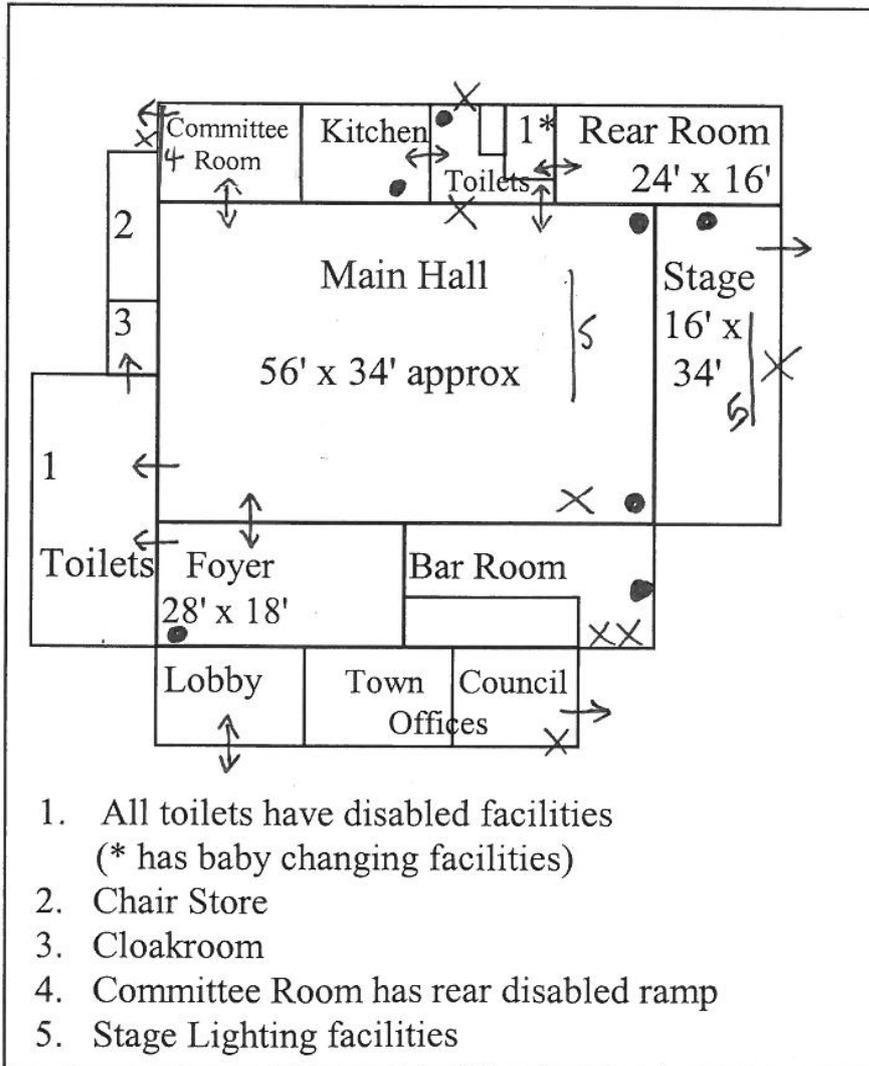
PLAN OF THE GRANGE HALL

Below is a layout plan together with measurements of the Grange Hall

● Fire Extinguishers

← Access/Egress

× Emergency Exits



1. All toilets have disabled facilities (* has baby changing facilities)
2. Chair Store
3. Cloakroom
4. Committee Room has rear disabled ramp
5. Stage Lighting facilities

CAR
PARK
FIRE
ASSEMBLY
POINT