Saltford Community Association

Registered Charity Number 1162948

Conditions of Hire

for

Saltford Hall

V 27 March 2026

Contents

1. Booking 2
2. Timing of Booking 4
3. Licence requirements 4
4. Appointment of responsible persons and safeguarding 4
5. Alcohol 4
6. Bar 5
7. Hearing Loop System 5
8. Sound System 5
9. Stage Lighting 5
10. Linen 5
11. Hall Capacities 5
12. Settlement of Account 6
13. Extra Charges 6
14. Room set up 6
15. Clearing up 6
16. Door Entry System 7
17. Security 7
18. Kitchens 7
19. Disabled Access 7
20. Pianos 8
21. Tables 8
22. Car Parking 8
23. Commercial Use of the Hall 8
24. Review of charges 8
25. Hall Availability 8
26. Security and safety 9
27. Equipment 9
28. Emergency Lighting 9
29. Insurance 9
30. Disco Operators 10

CONDITIONS OF HIRE

General

Please note that activities on the premises should be in keeping with the Objects of the Association as described in section 4 of the Constitution and The Association reserves the right to refuse any booking.

Saltford Community Association wishes to organise and encourage activities at Saltford Hall in such a manner as to safeguard the Health, Safety and Welfare of its users and it is incumbent on all users not to conduct themselves or perform activities which could cause injury or harm to themselves or other users of the premises. Copies of the Conditions of Hire, the Association's Health and Safety Policy and the Fire Strategy Policy are available on our website or may be obtained from the office.

1. Booking

A booking is not confirmed until it has been completed satisfactorily and confirmed via Hallmaster.

For the purposes of Deposits, Cancellations Fees and Non-Arrival charges, Private Hire refers to individuals or groups who do not have a regular established hiring relationship with SCA.

The SCA reserve the right to determine whether a booking qualifies as Private Hire based on the nature and purpose of the event or as an established hirer relationship booking.

Private hirers are covered under section 1a

Established hirers are covered under sections 1b

Section 1a - Private Hire only

<u>Hire Charge Deposit</u>

- Bookings up to a £150 hire charge will require a deposit of 100% of the hire charge to secure the booking.
- Bookings in excess of £150 will require a deposit of 50% of the hire charge to secure the booking.
- The Association reserves the right to ask for the full hire charge to be paid in advance for any booking.
- All deposits must be paid within 7 days of the invoice date to secure the booking.

Cancellation Policy

- In the event of a cancellation by the hirer any deposit received is non-refundable.
- Should the SCA subsequently be able to relet the room(s) for the same date and time 100% deposit less an administration fee of £15.00 will be due to the Hirer.
- Should the SCA need to cancel a booking for whatever reason 100% deposit refund becomes due to the Hirer.

Non-Arrival

- If the hirer fails to arrive for their booking the full hire charge will be payable.

Please see the website for the scale of charges.

Section 1b

Established regular hirer relationship bookings with the SCA.

A booking is not confirmed until it has been completed satisfactorily and confirmed via Hallmaster.

Hire Charge Deposit

- A deposit will not usually be required for standard bookings, but the SCA reserves the right to ask for one.
- Any requested deposits must be paid within 7 days of the invoice date to secure the booking.

Cancellation Policy

- In the event of a cancellation by the hirer any deposit received is non-refundable.
- Should the SCA subsequently be able to relet the room(s) for the same date and time 100% deposit less an administration fee of £15.00 will be due to the Hirer.
- Should the SCA need to cancel a booking for whatever reason 100% deposit refund becomes due to the Hirer.

Non-Arrival

- If the hirer fails to arrive for their booking a charge may be payable.

Please see the website for the scale of charges.

2. **Timing of Booking**

Hall bookings cannot be accepted for times before 09.00 hours and may not extend beyond midnight

3. **Licence requirements**

The Hall Premises Licence expires at midnight. Hirers must hold the appropriate licence for musical performances and the playing of recorded music. See below re Alcohol licence.

4. **Appointment of a responsible person**

It is a statutory requirement of the Premises Licence that a responsible person, at least 21 years of age, shall be in charge of, and present on the premises at all times when members of the public are present. This person must ensure that the Conditions of the Licences are observed and their name must be recorded at the time of application. Copies of the Hall Safety & Fire Regulations based upon licence requirements are available from the Booking Administrators and on our website. The Responsible Person must familiarise themselves with emergency requirements and procedures. In addition, there must be a sufficient number of competent adult attendants on duty for the purpose of securing safety.

Organisations or individuals (other than those hiring for private parties arranged for invited friends and family only) who hire the Hall for activities that may involve children, young people or vulnerable adults are reminded that it is their responsibility to ensure that a sufficient number of responsible adults with the appropriate Disclosure and Barring Service (DBS) clearance are present all the time.

In particular, organisations or individuals (other than those hiring for private parties arranged for invited friends and family only) must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, they must provide us with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the DBS. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to the appropriate authorities.

5. **Alcohol**

The sale of alcohol is only permitted on the premises via the bar – see below. **Hirers are not permitted to apply for a Temporary Event Notification (TEN) in order to sell alcohol themselves.**

6. **Bar**

The Main Hall foyer has a fully functioning bar which will be operated by the SCA for all hirings requiring the sale of alcohol. The hirer will be required to give the SCA approx. numbers attending 7 days before the event and any special requests that they will try and accommodate. An additional charge may be made for this service.

7. **Hearing Loop Systems**

The Main Hall and the Avon Room have hearing loop systems installed. These are both operated using wireless hand held and/or lapel microphones. There is no charge for this and we would encourage all hirers of these rooms to make use of the hearing loop equipment to make their meeting more accessible to all. If you wish to use this equipment please give notice to the Booking Office in advance to obtain the necessary key and instructions.

8. **Sound System**

A professional sound system is installed in the Main Hall complete with an extensive sound desk. Multicore cabling and a stage box provide the facility for equipment to be connected to the system on the stage. The availability and charges for this can be obtained from the Booking Office.

9. **Stage Lighting**

If full stage lighting and switchboard is required there is an additional charge. This equipment cannot be hired unless under the strict supervision of an approved operator whose name must be notified to the Booking Administrators on completion of the booking.

10. **Linen**

Table linen is no longer available and hirers are recommended to use paper table cloths available from stationers locally. If outside caterers are used, they will usually supply their own table linen.

11. **Hall Capacities**

FOR THE SAFETY OF ALL USERS THESE NUMBERS MUST NOT BE EXCEEDED AISLES GANGWAYS AND FIRE EXITS ARE TO BE KEPT CLEAR AT ALL TIMES

Main Hall 252 people in theatre style (assuming full floor space available)
If any of the floor space is used for orchestra, choir, staging, lighting, sound desks, etc., this number must be reduced proportionately. Chairs must be clipped together.

160 for seating at tables (assuming full floor space available
160 for dances/discos etc

Avon Room	60 seated, 40 for parties
Somerset Room	50 seated
Kelston Room	35 seated
Wansdyke Room	60 seated; 45 for discos & parties

12. **Settlement of Account**

An invoice will be sent at the end of the month in which the function/booking takes place unless pre-payment is in full. The invoice will take into account advance payments, charges for the use of the full drama switchboard & lighting, the PA system, kitchen, glasses and any extra charges accrued. Payment should preferably be made by BACs using our Sort Code of 40-52-40 and Account Number 00007636 with reference of invoice number. Any cheques should be made payable to Saltford Community Association. Alternatively, payment can be made via debit/credit card via the link on the invoice.

13. **Extra Charges**

A penalty charge may be levied for any excess cleaning following a booking. Similarly, if any damage is caused to the premises or equipment the cost of remedy or repair will be charged to the hirer.

14. **Room set up**

If you intend to set up tables and chairs you will be given free 15 minutes either side of your booking for your setting up and clearing down. You are also responsible for putting any chairs and tables back in their correct storing places so that the room is left clear and clean for the following hirer (please use cleaning equipment provided). You are expected to treat the furniture with respect during setting up and clearing down. **Failure to comply could result in cancellations of further bookings or additional charges.**

15. **Clearing-up**

Hirers must vacate the premises at the end time stated on their booking plus the allowed free 15 minutes clearing up time.

Hirers are responsible for cleaning and putting away tables and chairs after use. Filled refuse bags with non-cyclable materials must be placed in the skip marked general waste at the rear of the building, to reduce the risk of vermin. Recyclable items should be taken home.

Cleaning materials can be found in the small room to the left of the fire exit from the kitchen. Please use the items colour-coded in blue.

16. Door Entry System

Access to the Main Hall and Wansdyke Room is controlled by a keypad. Hirers will require a 4 digit code for entry which will be notified by the Booking Office. The code will only allow access to the building for your booked time and up to half an hour either side of it.

17. Security

It is a Condition of Hire that all users ensure that the following procedures are adhered to:-

1. All external doors and windows must be closed before leaving the building.
2. All lights must be turned off (except fire exit lights).
3. Any appliances used must be properly turned off or disconnected as appropriate.
4. Any keys used must be returned as directed.

IF YOU ARE THE LAST ONE LEAVING THE BUILDING, THE LATCH ON THE FRONT DOOR MUST BE RELEASED SO THAT THE LOCK ENGAGES LEAVING THE DOOR SECURE. The instructions for this are shown on the door poster.

18. Kitchens

Hirers may hire the main kitchen for an additional fee (please see scale of charges on the website). Any hirer of the main kitchen must ensure all food is removed from the premises at the end of each session. The kitchen, and especially the ovens and dishwasher, should be left in the same state as found. Other hirers will still have access to make tea/coffee. For hirers of the Somerset or Kelston Rooms there is a small sink unit with a water heater available for tea and coffee making upstairs. The Wansdyke Room has its own kitchen. Crockery and cutlery is available for hire – please contact the Office for further details

HIRERS ARE REQUIRED TO OBSERVE FOOD PREPARATION AND HYGIENE REGULATIONS.

19. Disabled Access

The Main Hall and Avon Room have access for the disabled including disabled toilet facilities. There is a lift to the Kelston & Somerset Rooms and to the SCA Office. The Wansdyke Room has a small door sill which wheelchair users usually find manageable but please note there are no disabled toilet facilities available in the Wansdyke Room building.

20. Pianos

A Piano is available in the Main Hall and in the Avon Room (but not at the same time). There is also a piano in the Wansdyke Room. There is no charge for their use.

21. **Tables/Chairs**

Tables of various sizes and chairs are available in all rooms and the Booking Office should be contacted prior to the booking to discuss requirements. Hirers are responsible for cleaning tables and chairs after use and putting them away to where they were found.

22. **Car Parking**

Car parking is available in front of the Hall. In addition there are 65 spaces in the free public car parks behind and adjacent to the tennis courts on Wedmore Road.
Hirers and their patrons are requested to use these areas, to avoid on-street parking ***and not to park on the green area to the front of the hall***. Please observe the disabled parking spaces and try to minimise any disturbance to the local residents.

If you expect your event to be well attended by vehicle users you ***must*** supply an attendant to the front of the hall in a high visibility jacket to ensure hall users do not park on the green or obstruct resident's driveways.

23. **Commercial Use of the Hall**

Approved commercial users will be charged at double the rates displayed in the scale of charges although priority is given to activities that serve the local community.

24. **Review of charges**

The Saltford Community Association reserves the right to increase hire charges at any time without notice. It is normally possible to warn hirers in advance. Usually, an increase in charges becomes effective from the beginning of April and hirers booking well in advance of that date would be strongly advised to enquire as to any increases. The final charge is calculated on the rate at the time of the event and not the date of booking.

25. **Hall Availability**

Saltford Hall is available for hire seven days a week and most bank holidays. Events taking place on bank holidays are charged at weekend rates.

26. **Security and safety**

Hall management make every effort to operate the premises in a safe and secure manner but hirers are reminded that they are responsible for these aspects of their own activities and equipment. Accidents and incidents should be recorded on an accident form displayed on the notice board in the foyer of the Main Hall, a copy of the form should be given to the Hall Manager or Booking Administrator or if unavailable placed in the receptacle on the office door. Additionally, any defective or damaged equipment must also be reported in the Hall Log Book. A First Aid Kit is located in the kitchen in the main building and also in the kitchen in the Wansdyke Room. Further supplies are available from the booking office during weekday mornings only.

Unless the stage area has been specifically booked, no individual should encroach in the area behind the stage curtains, other than to connect a pre-arranged device to the PA system. This is for health and safety reasons.

The use of naked flames, indoor fireworks, candles, sparklers and helium filled balloons is strictly forbidden on Saltford Hall premises.
Helium filled balloons have become trapped in the destratification fans (in the main hall), they are extremely difficult and potentially expensive to remove. We reserve the right to charge hirers for the costs of removal and/or repair.
Tea lights may be used in approved holders but must not be used on the stage.

Users of the Wansdyke room should note that the doorway of the emergency fire exit at the far end of the room is narrow and may not be sufficiently wide for passage of some wheelchairs.

The Saltford Community Association Health and Safety Policy and **Risk Assessments for Hall Users and for Users of the Stage** are available on our website, www.saltfordhall.co.uk . Copies are also available for reference in the Booking Office or by email upon request. All users are required to observe the guidance in the policy and in the risk assessments.

27. **Equipment**

It is the responsibility of Hirers to ensure that any equipment brought in to the Hall by hirers or their participants (for use during the booking) is safe and PAT tested if necessary.

28. **Emergency Lighting**

In the event of a power failure emergency lighting will operate. The Hall ***must be cleared within 30 minutes*** of the power failure if the failure persists.

29. **Insurance**

The Saltford Community Association insurance covers all liability for its own actions and omissions and Public Liability. All users are required to take out any necessary insurance indemnifying their members in their own activities. Hirers have full responsibility for any damage to the premises and contents caused by the event.

Any equipment brought to the Hall by the hirer is not covered by the SCA's insurance and it is the hirer's responsibility if (i) any of it is broken or damaged while on the premises or being transported there and if (ii) any persons are hurt or injured by the equipment whilst in use on the premises.

30. **Disco Operators**

Hirers engaging the services of a disco operator are requested to obtain permission from the hall before any type of smoke machine is to be used, so we can ensure that it won't set off the fire alarms .

SALTFORD HALL IS SITUATED IN A RESIDENTIAL AREA AND ALL USERS ARE REQUESTED TO ENSURE GOOD BEHAVIOUR AND QUIETNESS WHEN LEAVING THE PREMISES, ESPECIALLY LATE AT NIGHT.