

Notes of Guidance for Hirers when Completing a Hall Hire Application

These notes provide you with further information to help you to complete your application. The information you submit will be used to prepare your invoice. If you require further information, please do not hesitate to contact the booking office or hall directly. Contact details can be found on the back page of this booklet.

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1. Completing the form

Commencement and Finishing Times

1. Access times and finishing times. Please be aware that halls are opened and closed according to the times stated on the application form. You must ensure that you book adequate time including preparation time (e.g. for caterers, DJ's to set up) for your function. Bromley Mytime will not permit hirers or their guests/organisers access outside of the requested times.

Closing times – is the time the function is to finish. The latest time for functions to finish is 12 midnight. For social functions, bars must close one hour before the time you enter in "Hall to be cleared by" and music must stop 30 minutes before this time, with music ceasing no later than 12 midnight Friday and Saturday; 11.00pm Monday -Thursday and 10.00pm Sundays.

Hall to be cleared by – this is the time left for you, your guests and any DJ or band to leave the hall and the hall to be cleared. You are reminded to clear the hall of all foods, gifts, presents and personal belongings and you should allow up to 30 minutes at the end of the function to arrange for this to happen. If it is likely that you will not be present at the end of the function i.e. in the case of the bride and groom leaving early, you must nominate an individual(s) to clear the hall in your absence.

Functions that overrun – in the case where functions overrun beyond the time stated on the invoice, each hour will be charged at the equivalent of time and a half of the hourly rate. The minimum charge will be one hour and prices will be those that apply at the time of the function.

Unfortunately, it is not possible to leave items overnight in the halls for collection the next day as this prevents Bromley Mytime from hiring the facilities for another purpose. Hirers should confirm details with caterers, third parties as to their requirements prior to submitting their application.

2. Hire Periods

| | |
|-----------------------|------------------------|
| Monday - Thursday | 9.00am – 11.00pm |
| Fridays and Saturdays | 9.00am -12.00 midnight |
| Sundays (Great Hall) | 10.00am - 10.00pm |
| Sundays (elsewhere) | 10.00am - 6.00pm |

3. User Group Categories

Category A – Voluntary Groups and Partner Organisation/Recreational Groups and Charities/ Commercial events.

Category A rates and bookings apply Monday – Thursday 9.00am – 11.00pm and Fridays 9.00am –6.00pm

The hire charges for Category A type bookings are negotiable and will depend on the nature of your booking. If a manager is not available to discuss your hire charge with you when you make your enquiry, you will be contacted within two working days in order to negotiate an appropriate rate

Category B – Social Functions (e.g. Wedding Receptions – except where All Day Wedding Package applies, Birthday and Anniversary Parties, Dinner Dances, Dinners, Children's Parties).

Category B rates are non-negotiable.

Minimum hire periods for bookings

Category A 2 hours (3 hours after 6.00pm Monday to Friday and all day Saturday and Sunday)

Category B 5 hours

Children's Parties 3 hours

4. Capacities (the numbers given are the maximum permitted according to fire and safety regulations)

| VENUE | Meeting/Concert | Dances | Sit Down Meals |
|----------------------------------------|-----------------|--------|----------------|
| Public Hall Beckenham | | | |
| Main Hall | 210 | 180 | 130 |
| Small Hall | 60 | N/A | N/A |
| Ground Floor Room | 60 | N/A | N/A |
| Great Hall Bromley Civic Centre | | | |
| Half Hall | 300 | 200 | 140 |
| Whole Hall | 650 | 400 | 300 |
| Crofton Halls, Orpington | | | |
| Main Hall | 290 | 220 | 160 |
| Small Hall | 160 | 130 | 110 |
| Meeting Room | 65 | 60 | N/A |

The Great Hall only – access to gardens is permitted only for taking photographs

The Conservatory at the Great Hall is not available for hire/use except for receiving guests at the start of your function.

5. Method of Booking and Payment

- i) If you make a provisional booking online, this is subject to approval by the hall manager who will contact you to discuss your booking further. YOU ARE REQUESTED NOT TO MAKE ANY PAYMENT AT THIS STAGE.
- ii) Following this discussion, an application form will be sent to you. Please complete all sections of the Application to Hire form and Bar forms (if appropriate) and return to the address stated on the application form. DO NOT SEND ANY MONIES AT THIS STAGE
- iii) On receipt of the completed application form, an invoice will be raised requesting payment for 25% of the total amount (or full payment if the total amount is less than

£100.00) .The remaining 75% is due one month before the function. In the case of full payment being made at the time of booking, no further increases will apply to your event. Price rises occur each year and outstanding balances will be adjusted to reflect subsequent changes in tariffs.

6. Paying Your Invoice – refer to above paragraph for when payment is due by.

You can pay your deposit or balance by cheque, credit/debit card or cash. Payment by cash is acceptable although please telephone in advance to inform us of your intention so that suitable meeting arrangements can be made.

| | |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Paying by cheque | Please make cheques payable to “Bromley Mytime” allowing 21 days for clearance |
| Payment by Credit/Debit card | Contact the Finance Office on 020 8323 1750 with your card details – in accordance with the payment dates marked on your invoice. |
| Payment by cash | Telephone the Finance Office to confirm arrangements. |
| Payment On line | E bookings (deposit at time of booking only) |

7. Refundable Damage Deposits

A refundable deposit is required on all social functions as a guarantee against

- (i) damage;
- (ii) additional work caused by halls being left in an unacceptable condition;
- (iii) if the hirer does not vacate the hall by the agreed time
- (iv) failure to comply with the conditions of hire

If paid by cheque or cash allow three weeks for the return of your deposit. Payment made by credit/debit card can be refunded against the same card the week after the function subject to these conditions being met.

You will be required to sign a form to accept the hall and layout as suitable before your function commences. You will also be required to sign the form after your function. If it is likely that you will not be at the hall at the end of the function e.g. the bride and groom leaving early, please make sure that you nominate someone to sign in your absence and make this person known to the hall officer either in advance or on the evening. Failure to sign the form may lead to your damage deposit being retained.

Bromley Mytime takes every precaution to notify you of any damage on the evening. In some cases particularly where the evening is busy, staff may fail to notice damage and this may only be noticed during the following day. In these circumstances, a member of staff will contact you providing further details.

8. Refunds and Cancellations

See Conditions of Hire (Section 5) regarding cancellation fees.

Notice of cancellation must always be made in writing. The initial 25% deposit is non-refundable.

9. Catering and Use of the Kitchen Area

If you intend to hire kitchen facilities for your function, please make note of the following conditions:

- (i) All kitchens are available for use during the time that you request the hall. Use of kitchens outside such times is not permitted unless additional hall hire charges are paid.

- (ii) Only professional catering companies are permitted to use the Great Hall kitchens. Self-catering is not permitted at the Great Hall.
- (iii) At any of the venues where the hirer intends to appoint professional caterers to provide food services, the hirer must arrange to provide proof of the caterers public liability insurance to cover the caterer, his staff and the hirer's guests against such eventualities as damage to property, injury to persons and claims from third parties becoming ill following food consumption. The minimum acceptable cover must be no less than £2million. Bromley Mytime's own Public Liability cover applies to hall letting agreements but companies must provide additional cover where kitchens are being used.

If you require the use of the kitchens, please be aware that you will need to leave the premises clean and tidy, bagging up and clearing all rubbish, foodstuffs and packaging to the paladin bins provided. You are requested to provide your own refuse sacks for this purpose. A charge may be made for the clearance of excess rubbish or the removal of oil or food products left after the event.

10. Licensed Bars (see separate bar information pack, enclosed where a bar and/or drinks service is required at your function)

The Civic Halls are licensed for the sale of alcohol. It is not possible to provide your own drinks at licensed premises. It is the hirer's responsibility to ensure that guests do not bring in their own drink. Failure to do so will result in the damage deposit being retained. **This includes soft drinks.**

Where conditions breaching the licence are in evidence the Duty Manager or his/her representative will approach you (the hirer) in the first instance to deal with the matters raised. Failing a suitable solution being found Bromley Mytime's representative may take such measures to ensure that the licence conditions are not breached and may close the bar if necessary. Under these circumstances your damage deposit will be retained in full and in extreme situations your event may be cancelled.

Currently licensing laws permit bars to stay open until 11.00pm. If you would like an extension to these hours (up to 11.30pm only) the appropriate section of Form BF1 must be completed. Extensions are granted in the form of A Special Order of Exemption and the following are classified as suitable events at which extensions are permitted:

Weddings receptions; Engagement parties; Christenings; Barmitzvahs;
 Weddings anniversaries (25th; 40th; 50th; 60th)
 Birthdays (18th; 21st; 30th; 40th; 50th; 60th; 65th; and then every five years thereafter)
 Dinner Dances; Dinners; Charity Events; St. Valentine's Day; New Year's Eve; Bank Holidays

The Licensing Officer may require additional information in support of your application and may contact you directly to obtain this. To assist with the processing of your application please be sure to put the correct contact number on your application form. If you are in any doubt as to the likelihood of your function being granted this certificate please contact the hall where your booking is taking place. An administration charge for an extension will be included on your invoice. All bar request charges are non-refundable. **Please note that bar extensions are not permitted at the Public Hall, Beckenham.**

If you intend to apply for an extension, please ensure that your hall is booked with function finishing at midnight and a vacation time of 12.30am.

If you require bottles of wine and or welcome drinks at your event, please use form BF2 and BF3 to indicate your requirements completing all boxes as necessary. **Unfortunately we are not able to offer a glass hire only service.**

Pre-payment for bars where you intend to pay for your guests' drinks must be made in advance.

For payments made by cheque, please allow 21 days for processing. Cheques must be made payable to "Bromley Mytime". Payment by credit/debit card can be made up to seven working days prior to the event and can be processed by calling the Finance office on 020 8323 1750 For payment made by cash this can be made on the night of your function prior to the bar

opening. Payment for wines ordered on Form BF2 and BF3 will be invoiced for settlement in advance of your function.

Please note that Bromley Mytime reserves the right to alter bar prices and although the prices are correct at time of going to press these are subject to change.

11. PRS

The Performing Rights Society (PRS) works on behalf of music composers and publishers to ensure that all royalties due on copyright are paid. A fee is payable for any booking where music (live or recorded) is played with the exception of family or domestic gatherings e.g. wedding receptions, birthday parties, anniversaries etc. Fees vary depending on the nature of the event and Bromley Mytime will invoice you for the appropriate amount. For current fees please contact the booking office.

12. PPL

Phonographic Performance Limited (PPL) works on behalf of artists, record companies and musicians. PPL licences are a requirement for any event where recorded music is played with the same exceptions as PRS above i.e. family or domestic gatherings. However, it is the responsibility of the event organiser/music provider to obtain this licence. Confirmation that a valid licence has been obtained will be required prior to your event. For further information PPL can be contacted on 020 7534 1000 or at www.ppluk.com

13. Layout of Hall

In order for our staff to prepare your room for use, you will be required to confirm your seating and table plans not less than 14 days prior to your event. The staff at each hall are familiar with the range of possible options for seating and layouts and will be able to assist you with planning your layout if required. Please telephone the hall to discuss your particular requirements or to book a personal appointment.

14. Noise and the Neighbours

Each hall is equipped with a noise-limiting device to prevent noise pollution. The device has been pre-set by the local Council's Environmental Services Department to maintain good relations with our neighbours. Please advise providers of your music e.g. DJ/band etc accordingly.

15. Child Protection Policy

For hirers who wish to organise activities for young persons under the age of 18 years, (except those events which are of a private family nature) you will need to be fully aware of your responsibilities for protecting children under your control. Bromley Mytime can provide you with information to help you develop safe and sound policies and procedures. If you would like to receive further information on Child Protection please indicate this in the box marked "Other" at section 3 "TYPE OF FUNCTION."

To continue with any hire agreements and/or to renew existing agreements, you will be requested to provide an update of your policy and/or confirmation that you will adhere to the Bromley Mytime policy.

Failure to return a bona fide response to a request for Child Protection information may lead to your booking being rejected.

HALLS - CONDITIONS OF HIRE

Upon submission of an application Bromley Mytime will determine the suitability of the premises requested and subject to that will process your application and return an invoice for the relevant fee, public entertainment licence fee (if required), liquor licence charge, charges for additional facilities or services. Upon payment of any deposit or all fees and charges you will be deemed to have entered into a contract for hire of the premises on the terms and conditions set out below:

1. Your Responsibilities

During the period of hire specified on the application form:

You SHALL NOT: -

- (i) sell alcohol or attempt to consume alcohol not purchased at any of the premises.
- (ii) Smoke or allow smoking except in any building other than in designated smoking areas if available. **From 1 July 2007, in accordance with government legislation, smoking will not be permitted in any part of the premises.**
- (ii) Make any alteration or addition to the lighting and power arrangements at the premises.
- (iv) Allow any fires or appliances with naked flames to be used at the premises including candles
- (v) Insert or apply any nails, tacks, screws, bolts, adhesive tape, glue or other substance to any part of the premises or equipment.
- (vi) Allow any animal (save for guide dogs) to be brought on to the premises.
- (vii) Use the premises for any commercial purpose save where previous agreement has been made with the Halls Manager.
- (viii) Allow the number of persons present at the premises to exceed the number (if any) specified on the Guidance Notes for Application and associated information sheets.
- (ix) Allow any fly posting at the premises.
- (x) Pay or offer any gratuity to staff
- (xi) Continue to use the facilities and hire the areas outside the times stated on your application form and or invoice.

In all the above cases Bromley Mytime may make an exception to the above restrictions by granting written consent prior to commencement of the period of hire upon application by you. Where consent is granted subject to conditions, you shall comply with such conditions and upon failure to do so, such consent shall be deemed to be withdrawn.

2. You SHALL

- (i) nominate sufficient persons to act as stewards during the period of hire in order to ensure observance of these conditions. You should have at least 2 stewards for every 100 guests and the identities of such stewards must be made known to the duty staff prior to the start of the period of hire so they may be briefed as to their duties.
- (ii) Ensure children are adequately supervised at all times.
- (iii) Comply with all licensing laws.
- (iv) Where you are planning to use professional caterers, arrange for Bromley Mytime to receive a copy of your caterers' Public Liability Insurance certificate (minimum cover £2million) prior to the date of the function.
- (iv) Pay for any additional charges imposed by Bromley Mytime in respect of excess electricity consumed where alterations to lighting or power supplies have been agreed by Bromley Mytime.
- (v) Indemnify Bromley Mytime against
 - (a) any loss or damage to the premises, equipment or other property,
 - (b) any claims by third parties in respect of loss or damage to property or death or personal injury.

And for the purpose of meeting this obligation you SHALL

- (a) pay the deposit as stated on your invoice by the specified date and
- (b) take out suitable insurance and by signing the Application for Hire you shall be deemed to have affected such insurance with the Bromley Mytime's current insurer of the premises for the time being. A copy of such insurance will be provided to you upon request.
- (vi) Comply with all or any conditions notified to you by Bromley Mytime in respect of Licences provided for public entertainment such as music, dancing, stage plays, and the sale of intoxicating liquor and the payment of any PRS or PPL fees that apply.

- (vii) Pay all charges and Licence fees (if any) specified on the Application for Hire **one- month** prior to the commencement of the period of hire.
- (viii) Vacate the premises at the end of the period of hire stated on the application.
- (ix) Leave the premises and equipment in a clean and tidy condition.
- (x) Provide a plan of any proposed layout of tables etc to the Halls Officer at least **ten days** prior to the period of hire so that this can be agreed in terms of health and safety.
- (xi) You shall ensure that each item of electrical equipment being brought onto the premises for subsequent use during the period of hire, (including equipment provided by DJ's) bears a clearly identifiable Portable Appliance Test (PAT) label certifying that the equipment has been tested for electrical safety. The label shall state the date of the test and shall clearly show the date when the equipment is to be re-tested. You shall make available in advance, a list of equipment intended to be used during the period of hire together with a copy of a PAT test certificate for each item of equipment. Bromley Mytime reserves the right to refuse the use of non-certified equipment on its premises.

3. **Loss or damage**

Where you or any guests or invitees cause damage to the premises or equipment or other property belonging to Bromley Mytime, you will be required to meet the costs of such loss damage and for these purposes Bromley Mytime may retain all or any part of the deposit paid by you in meeting such loss or damage and where that is insufficient to meet the total damages or loss suffered, you shall in appropriate cases be entitled to make a claim upon the insurance taken out pursuant to Condition 2(iii)

NOTE

Save in the case of negligence or breach of statutory duty Bromley Mytime does not accept any responsibility for loss or damage to clothing or other property left by you, your guests, servants or agents or any member of the public at the premises during the period of hire and Bromley Mytime shall not be required to provide a cloakroom attendant.

4. **Supplementary Conditions of Hire For Regular Users**

- (i) For hirers who have requested a number of dates throughout the year, an application form together with a calendar will be sent to you requesting that you submit the dates that you require. We will confirm the dates that you have requested by sending you a confirmation report summarising the booking details. You will be required to sign and return the report. Once the event report has been returned the booking office will fix your dates and prepare invoices based on the dates and times required. Any subsequent changes to your booking must be made in writing to the booking office. **Notification of cancellations less than one month in advance will require the full hall hire fee to be paid.**
- (ii) Invoices will be payable one month in advance. Hirers will not be permitted to amend invoices once they are raised and the full balance will be required by the due date shown on the invoice (saving for notifications made in writing one month in advance (point 4a above)).
- (iii) Where late payment is made against invoices, a late payment charge will be made. The charge will form part of the standard fees and will be charged at the prevailing rates at the time.
- (iv) For those hirers who charge admission prices or levy membership rates etc, hall hire fees will be negotiated. In order to set prices you may be require to provide further background to your booking including prices of tickets, admission (if applicable), memberships and numbers expected. Rates that are subsequently agreed will be subject to on-going review. Such reviews could be conducted at regular intervals throughout the booking period particularly where introductory rates have been offered.
- (v) Whilst every attempt will be made to honour bookings Bromley Mytime reserves the right to cancel or re-arrange bookings to accommodate much needed repairs and maintenance of the facilities or to respond to emergency situations.

4. Cancellation or Termination of Hire by Bromley Mytime

- (i) Bromley Mytime may refuse any application for hire without giving a reason
- (ii) Bromley Mytime may terminate any agreement of hire at any time up to and including the date of hire if
 - (a) it becomes aware of any fact which would prima facie indicate that it would not be in the interests of Bromley Mytime to proceed with the hiring or which might otherwise prejudice the Council's standing and responsibilities as a local authority or
 - (b) when the premises are required for the purpose of any parliamentary, local or European election or for the purpose of civil emergency or any other event of local or national importance where the use of the premises by Bromley Mytime is essential for Bromley Mytime or the Council to fulfil its functions and obligations as a local authority or partner
- (iii) In the event of such cancellation or termination of hire, Bromley Mytime's liability will be limited to a full refund of deposit monies and any other payments made by you. It will not be liable to compensate you for any consequential financial or other loss whatsoever arising directly or indirectly as a consequence of such cancellation.

5. Cancellation or Termination of Hire by the Hirer

If you wish to cancel the hiring you may do so by writing to the hall where your booking is taking place and upon receipt of such notice Bromley Mytime will give a refund of 75% of the total hire fee provided at least one calendar month's notice is given. Bromley Mytime will retain the initial 25% non-refundable deposit.

6. Data Protection Act

Please note that we will use any personal data supplied by you on the Application for Hire to process the application and may make the details available to officers or other organisations as necessary to complete the arrangements for hire including the provision of liquor or public entertainment licences. You are entitled to a copy of such information upon payment of a fee and are entitled to request that any inaccuracies be corrected.

The Public Hall, 4 Bromley Road Beckenham, BR3 5JE

Tel: 020 8650 3483 (to view and to book, answerphone available)

Fax: 020 8663 0987

The Crofton Halls, York Rise Orpington BR6 8PR

Tel: 01689 832158 (to view, answerphone available), 01689 878136 (to book)

Fax: 01689 898713

The Great Hall, Bromley Civic Centre, Stockwell Close, Bromley BR1 3UH

Tel; 020 8313 4495 (to view, answerphone available), 020 8466 9429 (to book)

Fax: 020 8313 4440