



Morpeth
Town
Council

Town Hall Policy and Booking Procedure

Date Approved: - Full Council 30th March 2016

Introduction

Morpeth Town Hall is the Northumberland County Council Grade II listed Civic building located in the centre of Morpeth and is jointly managed by Morpeth Town Council and the Northumberland Registrar Service. Morpeth Town Council has day to day responsibility for administering the fabric of the building and any Community functions held in the building. The Registration Service manages the Reception Desk & all aspects of weddings, births and deaths registrations.

The venue is used for Weddings, Citizenship Ceremonies, Civic and community events and is available for hire to local organisations and the general public.

It is a focal point for the annual Morpeth Gathering, Morpeth Fair Day, Christmas lights switch on, Mistletoe Fair, Remembrance Sunday and Meet the Mayor event. It is home for Morpeth's civic treasures which are located within the Mayor's Parlour and the Council Chamber.

Available Rooms

The Town Hall has the following rooms which are available for hire:

Corn Exchange

The room can hold 90 people maximum in a silver service set up and 120 maximum in a cinema style set up.

- The room measures 17 metres by 9 metres
- Ground floor room
- Polished wooden floor
- LOOP hearing system
- Large amount of plug sockets
- Large windows across two walls which let in natural light
- Overhead spot lights and subdued lighting
- Tables can be configured in a variety of styles to accommodate
- All windows have curtains and blinds

Kitchen

The kitchen is situated on the ground floor next to the Corn Exchange and Butter market, it is fully fitted with a wide range of appliances.

Butter Market

The Butter Market can only be hired as an exhibition space, although the type of display has to be strictly controlled in order to protect the fabric of the Butter Market and to ensure health and safety of users. Nothing can be mounted on the walls, although there are hanging wires on the west wall. The reception desk is located in the Butter Market.

Ballroom

The ballroom can hold 100 people maximum in a concert style setting, and 90 people maximum in a silver setting.

- The room measures 16 metres by 7 metres
- First floor room which can be accessed via a lift or stairs
- Period wood panelled room with ornate fireplace
- Polished wooden floor with a large rug which can be removed
- LOOP hearing system
- Tables can be configured in a variety of styles to accommodate

Council Chamber

The Council Chamber can hold up to 20 people seated with very limited standing room. It can only be booked with the permission of the Town Clerk.

Ante Room

The Ante Room is used by the Registrars and can hold up to 8 people seated.

Mayor's Parlour

The Mayor's Parlour can hold 20 people seated and approximately 40 people standing. This room holds the Town Treasures and can only be used with the permission of the Mayor and in consultation with the Town Clerk.

There is a limited amount of equipment to those hiring out the rooms at the Town Hall. At present there is no charge for the equipment but it must be indicated on the booking form before the event that it is required:

Projector

Screen

Flipchart stand

Laptop

Catering Equipment

Room Preparation – A seating plan will be required

Sound Equipment

The Hirer should not assume availability of any equipment or service until the request has been confirmed.

Room Hire Charges 2016 – 2017

<u>Venue</u>	<u>Per Hour</u>	<u>Daily Rate</u> Up to 8 hrs.
Corn Exchange	£36.00	£180.00
Ballroom	£42.00	£210.00
Kitchen	£9.00	£45.00
Ante Room	£15.00	£75.00
Council Chamber	£15.00	£75.00
Butter Market	N/A	£28.00

Charges are reviewed by Morpeth Town Council annually.

25% Discount is given to charitable organisations with proof of the Charity Number.

Hiring regulations and Conditions for the use of the Town Hall

Booking applications

All applications for the hire of the Town Hall must be made on the prescribed form and addressed to:

Administration Officer
Morpeth Town Council
Town Hall
Market Place
Morpeth
NE61 1LZ

Telephone (01670) 514314

Email: angie.cole@morpeth-tc.gov.uk

No other form of booking will be accepted

Provisional bookings can only be kept for 7 days. During this time the official booking form should be completed and sent to the above address or the booking will be cancelled.

Should it be necessary to cancel a booking you must advise the Town Council either in writing, via email to angie.cole@morpeth-tc.gov.uk or by post one week before the event. Failure to do so will result in the Hirer being charged the full amount for the booking. Failure to turn up for a booked event will also result in the full amount being charged.

Payment of Charges

Accounts for bookings are sent out at the beginning of the month following the event. Payment must be made within 28 days of receipt.

Bank Holidays

Applications for hire on Bank Holidays and the period between Christmas and New Year will only be granted with the express permission of the Council. Normal hire rates do not apply in such circumstances; Morpeth Town Council will set a charge depending on the costs involved in servicing such a function.

Cancellations

The Council may at any time cancel a booking of the premises for reasons it considers to be valid, such as Election purposes, the premises becoming unfit for use or if it is required for emergency purposes. If the booking is cancelled for any such reason the Council will give to the Hirer the maximum practicable notice and refund the booking fee but will not otherwise be liable to the Hirer for any direct or indirect costs resulting in the cancellation.

Morpeth Town Council reserves the right to refuse any booking at its absolute discretion without giving reasons.

Complaints

All queries regarding the usage and/or terms and conditions of the Town Hall are to be directed to and dealt with by the Administration Officer who is responsible for the day to day management of bookings. Any complaints must be made in writing in the first instance to the Deputy Town Clerk for resolution following the booking policy and procedures. If the complainant is not satisfied with the outcome they can appeal in writing to the Town Clerk whose decision is final. All appeals will be reported to the Property and Assets Committee.

Review

This policy and procedure will be reviewed annually, however if any substantial changes are made to the fabric or management of the building a review will take place to reflect these changes.

General Term and Conditions

The Council cannot, under any circumstances, accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left on the premises or in the car park.

No items are to be left in the premises prior to or after an event as there are no storage facilities at the Town Hall. Where a Hirer needs to make temporary arrangement for the storage of equipment prior to or directly after an event, this must

be agreed in advance with the Town Clerk. Morpeth Town Council accepts no responsibility for such items whilst they remain in Morpeth Town Hall.

The Hirer shall be responsible for the safety of all persons attending any function for which he has hired the premises, and shall indemnify the Council from and against all claims and demands for the loss, damage or injury suffered by any person arising from the negligence of the hirer or those of whom he is vicariously liable.

The hirer must report any accidents, faults or damage to the Town Council **as soon as possible**. All accidents must be recorded in the accident book which is located at the Reception Desk.

Hirers are required to provide attendants at the main entrance in order to ensure that adequate supervision is maintained. The Caretaker is, however, responsible for the opening of entrance and exit doors at the commencement and the close of the function. The Caretaker is directly responsible to the Council for ensuring that the conditions of the Premises Licence are observed. Every part of the building must be open at all times to the Caretaker.

Furniture must only be moved by Town Council Staff.

No dogs are allowed except for Assistance Dogs.

Ticket sales

Morpeth Town Council and Northumberland Registrars Service do not normally offer a Tickets Sales service. There are occasions when an exception is made, without precedence. Then the only tickets to be sold at the reception in the Town Hall will be for Morpeth Town Council events and/or events taking place in the Town Hall.

Advertising

Morpeth Town Council has a legal obligation to publish statutory notices these will be displayed in the noticeboard outside of the Town Hall. The remainder of the noticeboard space will be utilised to display posters for community events taking place in the Town Hall. If any additional space is available then posters will be displayed for community events taking place throughout Morpeth.

The Council will endeavour to display posters however, due to the limited space available on the noticeboards and the amount of literature left at the Town Hall, there is **no guarantee** that this will be possible. Posters will usually be displayed in the week of the event.

The Hirer

The Hirer is to take good care of and not cause any damage to the Town Hall including any fittings, equipment or other property in the building. Should any damages or breakages occur, including crockery and glass the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible or anyone permitted by the Hirer to enter the hall.

Should the name of the Hirer change prior to the event the Town Council must be informed in writing before the day of the event, as a signature will be required in order to transfer responsibility.

On arrival the Hirer must make themselves known to the member of staff on duty. They will be given fire evacuation instructions and be required to sign the Council's attendance and fire register. The Hirer must be present throughout the duration of the function or event and must inform the member of staff on duty before leaving the building at the end of the function or event in order to be signed out. Please note guests and attendees will not be permitted into the building until the Hirer is present.

The Hirer shall be restricted to the use of the room/s that have been specifically hired and shall not make use of any other rooms.

The Hirer must ensure the number of persons attending the function does not exceed the maximum capacity for the rooms being used as set out in this policy.

During the period of hiring the Hirer will be responsible for the effective control, and supervision of children and guests. They must ensure that only authorised and invited persons attend the function/event and that they behave appropriately.

It is a condition of any letting to which children are admitted that Hirers observe the provisions of Section 12 of the Childrens and Young Persons Act 1933 in respect of adult attendants.

Glasses, crockery and cutlery are available for use at the function or event and must be requested on the booking form. The Hirer is responsible for the washing and cleaning of any glasses, crockery, cutlery and the necessary time must be included in the booking time.

The Hirer must provide their own tea/coffee etc if required for their event.

The premises are not licensed for the sale/provision of Alcohol. The Hirer is responsible for obtaining the necessary Licence regarding the sale/provision of Alcohol. *Under no circumstances will under-age drinking be permitted.* Morpeth Town Council requires a copy of the agreed licence one week prior to the event. For further information on Temporary Event Notices (TEN) contact Northumberland County Council.

If alcohol is being provided free of charge at your event you must read, sign and return to the Town Council prior to the event the form attached as Appendix A.

All items brought into the building for the event are to be removed from the premises at the end of the function or event and the room is to be left in a clean and tidy condition. This includes empty bottles, food containers and rubbish, including any unsold jumble, which must be removed from the premises. All areas used are to be left as they were found and in a clean and tidy condition, turning off all lights and closing any doors or windows which have been opened.

Wheeled sports equipment, bouncy castles and other inflatable items are not allowed.

To protect, preserve and respect the premises you must not display notices or decorations using any fixings (nails, pins, tape, staples or blue tack) which can damage the surfaces. Blue tack can only be used on glass, windows or doors where it can be removed and any residue left can be cleaned away.

The Hirer will not perform or permit to be performed any copyright work without the consent of the owner of the copyright. The Council holds the licence of the Performing Rights Society Ltd, which entitles hirers to perform music contained in their repertoire. Hirers are responsible for submitting returns to the Council for all items of music rendered.

Health & Safety Requirements

The Town Hall is strictly a No Smoking Zone.

It is the duty of the Hirer to be aware of fire exits and procedures in the event of a fire. The Hirer is also responsible for ensuring that his/her group are aware of the exits in the case of a fire and must ensure that the alarm is raised promptly in the event of fire.

When hiring includes use of the kitchen, the Hirer must ensure proper knowledge as to the safe use of the equipment.

No food can be cooked on the premises without prior permission from the Town Council.

No Smoke making appliances or naked flames may be used in connection with any entertainment. (with the exception for small birthday cake candles)

In order to satisfy Regulation 6(3) of the Work at Height Regulations 2005, any banners to be hung from the external catenary wires at the front of the Town Hall can only be worked upon from a suitable hydraulic platform; a ladder cannot be used to carry out this task. This can only be done with the prior approval of the Town Council. The Hirer will be responsible for all costs associated with the hire of a hydraulic platform.

All electrical equipment brought into the Town Hall must have a valid P.A.T. test certificate. A copy of this certificate must to supplied to Morpeth Town Council prior to any equipment being used.

Operation of Passenger Lift

- Press the button for the floor you require.
- Keep the button pressed for the complete journey
- On arrival at the floor the door will open – Ground Floor door open manually

- If the lift stops or will not move-
- 1. Turn the red safety stop button clockwise. Press the button of the floor you require. The lift should now work normally. If not
- 2. Press the alarm button
- 3. Use the telephone to request assistance by pressing the large silver button in the centre of the handset
- Call the following numbers in order :-
01670 514314 (Office Hours) 07751773468 (Caretaker) 01429 426222 (Lift Company)

Health & Safety Policy re Use of Kitchen

Morpeth Town Council is committed to its Health & Safety Policy and wishes to ensure that both Staff and Visitors/Hirers are aware of possible hazards relating to the use of the kitchen facilities. Hirers should therefore note the following and ensure their group is aware of the stipulations:-

- **Children** - No unaccompanied children are allowed in the kitchen area
- **Electrical safety** – Do not use any electrical equipment that you are not confident with or are unsure of the correct operation. No equipment brought into the kitchen by the Hirer should be used unless it has been authorised for use by an appropriate Morpeth Town Council Officer
- **Hot Water** - Use of the hot water urn is only by prior arrangement. Extreme caution must be exercised as boiling water is dispensed
- **Hot Food** - No food can be cooked on the premises without prior permission from the Town Council - Extreme caution must be exercised if hot plated food is carried from the kitchen to the Corn Exchange or Ballroom.
- **Slip Hazards** - Any spillages must be cleared up immediately to avoid slip hazards
- **Trip Hazards** - No obstructions should be left on the floor.
- **Fire Safety** – The Hirer is responsible for ensuring that anyone using the kitchen is aware of the fire exits and procedures in the event of a fire. No person should attempt to tackle a fire if they are not trained to do so. A fire blanket is located in the Town Hall kitchen and a fire extinguisher is outside the kitchen door. Alert the Emergency services and evacuate the building using the appropriate escape routes.
- **First Aid** – A First Aid kit is available in the kitchen. If the kit is used inform the officer on duty and provide full details of the incident so that it may be correctly recorded and the items can be replaced.

- **Use of Cooker** –Please ensure that sufficient space has been cleared to transfer hot items before removing them from the hob or oven. Please note: the Hirer will need to bring their own oven gloves. The use of tea towels is not recommended as wet towels may lead to nasty burns. Only qualified or trained personnel should use this appliance.
- **Dishwasher instructions** - The dishwasher must only be used in the manner for which it is intended.
 When the machine is off the display shows “O.F.F.”
 To turn on the machine press the Main on/off switch – The round switch on the left of the control panel.
 An indicator light will show and the tank will start to fill and heat up. The display shows “F2” and the round start button on the right of the control panel will be red. WAIT.
 When the dishwasher is ready for use the display will show a temperature reading and the round start button on the right of the control panel will be green.
 Stack dishes into the racks after removal of solid waste. – Do not overload. Place only one tray into the machine and close the door.
 Press the green start button which will turn blue for the duration of the washing cycle.
 Once the washing is complete the blue start button will turn to green.
 At the end of the cycle remove the rack at an incline and shake carefully to remove any remaining water drops or residue. Remove dishes from rack.
 At the end of use turn off the machine by pressing the Main on/off switch – The round switch on the left of the control panel.
 Close the door and press the start button for 3 seconds – The self cleaning and drain cycle will start.
 The display will show “C.1” during the clean and drain cycle (2.5 seconds).
 Remove and clean the tank filter and replace in the correct position. Clean the wash and rinse arms.
 In the case of any breakdown or malfunction switch off the machine and report the problem to the Caretaker or Morpeth Town Council as soon as possible.
- Please leave the kitchen in a clean and tidy state.

Fire Safety Instructions

Note:

The Fire Alarm and emergency lighting system will be tested every Monday morning at 9.00am by the Caretaker.

When hiring a room the Hirer shall be responsible for the safe evacuation of that group with the assistance of the officer on duty. In the absence of an officer of the Council, the Hirer should ensure all people know where to assemble & establish that all people have exited the building.

If you discover a fire

Fire Action Notices are displayed throughout the building. Hirers should familiarise themselves with the instructions so that in the event of the alarm sounding they know what to do.

Raise the alarm by activating the nearest Break Glass Unit.

Do not attempt to tackle a fire unless it is safe to do so and you have been trained in the use of fire safety equipment.

Familiarise yourself with the location of the fire safety equipment in the building.

Evacuate the building as soon as the alarm sounds – do not go out of your way to collect personal belongings.

Assist disabled persons and follow the instructions of the Fire Marshal or senior officer on duty. In the absence of an officer the Hirer is responsible for assisting disabled people to leave the building

Under no circumstances should the lift be used to leave the building. An evacuation chair is at the fire exit on the first floor.

Familiarise yourself with all fire exit points and green 'running man' signs to ensure you leave by the quickest and safest route.

Do not run unless the circumstances require this.

Do not carry hot drinks when leaving the building.

Listen to all instructions given by the Fire Marshal or senior member of staff on duty.

If it is safe to do so:

- Close windows and doors

On leaving the building make your way to the designated Fire Assembly Point in Market place in front of the Town Hall where the Fire Marshal or senior officer will check who is present. The Hirer should make themselves known to the Fire Marshal or senior officer and advise if all members of their group have left the building safely. In the absence of an officer the Hirer must accept this responsibility.

Do not under any circumstances re-enter the building unless given authority to do so by the Fire Marshal or senior officer on duty.

Fire Exits

Corn Exchange

Leave through the main doors, into the Buttermarket and out of the main front entrance door. There are also doors at the rear of the Corn Exchange. Assemble on the Market Place.

Buttermarket

Leave through the main front entrance door. Assemble on the Market Place.

Ballroom

Leave the Ballroom through the main doors and proceed down the stairs, through the Butter Market and out of the main front entrance door. Assemble on the Market Place.

An alternative escape route is also available next to the toilets on the first floor with an external fire escape to the ground floor level. **Do not use the lift.** If any persons are unable to vacate the premises by using the stairs, there is a safe refuge area located next to the toilets on the first floor with a telephone connection to a control point in the downstairs Corn Exchange. An evacuation chair is also available at this location. The Fire Brigade are aware of the refuge point and will immediately respond to any persons located in this area.

Ante Room, Council Chamber, Mayor's Parlour and Robing Room

Leave the rooms and proceed down the stairs, through the Butter Market and out of the main front entrance door. Assemble on the Market Place.

An alternative escape route is also available next to the toilets on the first floor with an external fire escape to the ground floor level. **Do not use the lift.** If any persons are unable to vacate the premises by using the stairs, there is a safe refuge area located next to the toilets on the first floor with a telephone connection to a control point in the downstairs Corn Exchange. An evacuation chair is also available at this location. The Fire Brigade are aware of the refuge point and will immediately respond to any persons located in this area.

All circulation areas and Fire Doors must be kept clear at all times. Under no circumstances must the top of the stairs or landings be used other than general circulation.

Appendix A

Providing alcohol at your event free of charge

If the Hirer is intending to provide alcohol at an event in the Town Hall, then they must adhere to the following Licensing Objectives:

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

It should be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine up to level 1 on the standard scale, currently £200); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000).

Declaration:

I confirm that I have read and understood the above guidance for providing alcohol at an event, and will be the person responsible for ensuring that the objectives are followed for my event.

Name:.....Signature:.....

Date:.....