



## **CONDITIONS OF HIRE OF ACCOMMODATION**

### **AT COUNTY HALL, Spetchley Road, WORCESTER. WR5 2NP**

1. All applications for the hire of accommodation at County Hall, Worcester, must be made in writing or by e-mail to Room Bookings at, County Hall, or [rbookings@worcestershire.gov.uk](mailto:rbookings@worcestershire.gov.uk). The person in whose name the application is made will be considered by the Council for all purposes to be the hirer ('the Hirer'). Where a promoting organisation is named in the application for hire that organisation will also be similarly considered to be the Hirer and will be jointly and severally liable hereon with the person who makes the application.
2. The charges for the hired accommodation and any other additional



- (a) charge to and recover from the Hirer any expenses incurred by the Council in engaging police constables or other persons to secure such observance and performance;
- (b) cancel any other engagement for any room or rooms in the hired premises that the Hirer may have made without incurring any liability to the Council whatsoever other than for the return of any fee paid.

The sale of alcohol is restricted to the Council Chamber and Lakeview Cafe and may only be undertaken subject to a Temporary Event Notice having been lodged with the licensing authority.

7. If the Hirer wishes to arrange performances of a play, exhibition of a film, an indoor sporting event, boxing or wrestling entertainment, a performance of live music, any play or film, or any other entertainment, or the sale or exhibition of any goods, or any other activity, or any combination of these, the Hirer shall be liable to pay to the Council a fee of £100 per event, plus any other charges incurred by the Council in connection with the event.



or security of the accommodation, or with the health, safety or welfare of persons therein.

17. hiring and during such other times as they or any of them shall be in the hired premises for the purpose of the hiring, comply with all reasonable
  18. The Hirer shall during the hiring be responsible for :
    - (a) the efficient supervision of the hired premises including the effective control of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency;
    - (b) the safety of the hired premises and the preservation of good order and decency therein;
    - (c) ensuring all doors giving egress from the hired premises shall be kept unfastened and unobstructed and immediately available for exit during the whole time the hired premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.
  19. Except with the consent in writing of Room Bookings no animals or birds with the exception of assistance animals are to be brought onto the premises
  20. The Hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state.
  21. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the hired premises nor shall any placards or other articles be fixed thereto.
  22. The Council reserve the right to put a stop to any entertainment or meeting not properly conducted.
  23. No publicity material, flags, notices, emblems or other decorations shall be displayed within the grounds and premises of the County Hall without the previous consent in writing of Room Bookings.
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24. The Hirer or Hirer's representatives shall only be permitted to use the Council's lighting and audio-visual equipment if they have been provided with a familiarisation session. If the Hirer does require the use of the audio-visual equipment then it will be necessary to pay for a caretaker in accordance with the schedule of room charges available on request from Room Bookings.
  25. Neither additional lights or extensions from the existing electric light fittings, nor audio/visual equipment provided by the Hirer or his agents shall be used without the previous consent of Room Bookings.
  26. No persons other than persons directly concerned with the presentation of any function shall be permitted on the stage (if any) or in the ancillary accommodation adjoining the stage (if any).
  27. Except with the previous consent in writing of Room Bookings, no part of the hired premises shall be used by the Hirer for the sale of any thing whether by auction or otherwise except when the hired premises are specifically hired for the purpose of holding such a sale.
  28. before 12 noon on the day next following the period of hiring or additional fees will be charged for each day or part of the day until the same is removed. The Council will accept no responsibility for any property left on the premises after the hiring.
  29. All scenery and costumes used for performances and alike must be fire-proof.
  30. No exit may be blocked, chairs or obstructions placed in corridors, or fire appliances tampered with or removed.
  31. Any special staging or equipment required or provided by the Hirer shall be a matter of negotiation between the Hirer and the Council.
  32. If the Hirer shall cancel the hiring of the hired premises the Council shall be entitled to retain the fees paid. If as a result of such cancellation the Council incurs a loss in excess of the fees paid by
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the Hirer, the Hirer shall pay to the Council as liquidated damages the amount of such loss.

33. Any complaint arising out of the hiring must be made in writing to the Room Bookings within 7 days of the occasion of such complaint.

34. The Council would prefer to communicate with the Hirer by e-mail and the Hirer is requested to provide an e-mail address to the Council at the time of making the booking. Any notice, demand or request by the Council to or upon the Hirer may be sent by e-mail to that address or at the Council's wish by ordinary pre-paid post

application and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

35. The Council reserve the right to impose further conditions to meet the particular requirements of the Hirer and may, at their absolute discretion and without reasons being given, refuse to grant any application for the hire of accommodation and facilities or cancel without notice any hiring previously accepted.

36. Fire Precautions & Security

The Function Organiser is requested to contact the Caretaker on arrival to obtain details of the prevailing fire precautions and security arrangements. It should also be noted that the building is covered by an automatic smoke detector system and no theatrical effects which produce smoke can be allowed.

Worcestershire County Council  
County Hall

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