



COUND GUILDHALL

BOOKING & HIRE OF EQUIPMENT

Charity number 214802

Please read these notes and contact a member of the booking team should you have any queries regarding the hire arrangements, the hall and its equipment. A Guildhall hiring agreement form is available from the booking contacts who will help you with and explain any other information that may be required. Our **STANDARD CONDITIONS OF HIRE** will be provided with the hire agreement a downloadable version is available on the COUND GUILDHALL web site: <http://www.coundguildhall.co.uk>

CONTACTS:

Chairman	Tim ROBERTS	01743 761257 - robertsquay@gmail.com
Secretary	Linda CLUTTERBUCK	01743 761435 - lindaclutterbuck@gmail.com
Treasurer	Marion ADAMS	01743 761657

LOCATION :

post code - SY5 6EW

Cound Guildhall is located adjacent to St Peters Church Cound. Follow the A458 from Shrewsbury. -◆- Approximately 1 ½ miles after CROSS HOUSES and after a dip and an S bend TURN RIGHT for HARNAGE & COUND. -◆- Follow the road to the WHITE RAILED BRIDGE ¼ mile (500 mts). -◆- After the bridge FORK LEFT -◆- After ¼ mile (370 mts) you will see the CHURCH on LEFT the Guildhall is immediately afterwards on the left, signed GUILDHALL at the entrance.

TERMS & CONDITIONS:

Hiring the hall:

- By agreeing to the specific terms laid out on our Hire Agreement you are also agreeing to the **STANDARD CONDITIONS OF HIRE** available on:
<http://www.coundguildhall.co.uk>

We will:

- Accept your booking in writing.
- Invoice you promptly for the total amount of hire request.
- Be as flexible as we can be in accepting provisional bookings and dealing with cancellations.
- Do what is reasonable and practicable to ensure your health and safety within the building.
- Ensure that all facilities requested in the hire are safe and functioning correctly.
- Be as flexible as we can be accommodating your needs and requirements.

We ask that you:

- Confirm your booking within a given time scale.
- Pay in full within 28 days of the invoice date.
- Pay cancellation charges if required.
- Agree to the Trustees terms should you wish to hold an event beyond 23:00
- Provide a Risk Assessment for the activity should it be requested
- Provide proof of Portable Appliance Testing for your electrical equipment should it be requested
- Ensure that your group observe all health & safety procedures and not act in a manner that may compromise the health & safety of anyone using the Guildhall.
- Treat the Guildhall and its equipment with respect and observe the instructions given for use of equipment.

Cancellation Charges;

A cancellation charge will be made if another booking has been refused from another group or party. All cancellations must be made in writing to

Notification 1 day before 100% charge of hire.

Notification 2 to 6 days before 40% charge of hire.

Notification 7 – 21 days before 20% charge of hire.

GUILDHALL & EQUIPMENT HIRE CHARGES:**Summer 2012**

HALL HIRE	DETAILS	Number available	UNIT HIRE CHARGE	DEPOSIT	Hire Date	Charge	Deposit (returnable cheque)
One day	8:00 to 17:00 OR 12:00 to 22:00	1	£100.00	£50.00			
Half Day	8:00 to 13:00 OR 12:00 to 17:00 OR 17:00 to 22:00	1	£50.00	£25.00			
Full Day ("Dawn till Dusk")	8:00 to 23:00	1	£150.00	£60.00			
Meetings	£10 per hour	1	£10.00	£0.00			
Setting up & clearing away	Approx. a 1/2 day before or 1/2 day after	1	£20.00	£0.00			
TOTAL							

Repeated or regular bookings may negotiate a discount based on use

EQUIPMENT	DETAILS	Number available	UNIT HIRE CHARGE	DEPOSIT	Number Hired	Total Charge	Deposit (returnable cheque)
Trestle Tables	approx. 2mt x 0.8 mt	6	£3.00	£5.00			
Square Tables	0.75 mt x 0.75 mt	10	£2.00	£5.00			
Gazebos (no sides)	3 mt x 3 mt	2	£15.00	£40.00			
Bunting on roll	45 mt x multi coloured pennants	2	£5.00	£10.00			
Union Flags (Union Jacks)	1.5 mt X 1 mt approx	8	£1.00	£2.00			
Poly Chairs	Brown - steel tube frame	40	£1.00	£1.00			
Car Parking Signs	Black 0.8 mt high - various directions	20+	£0.50	£20.00			
Glasses - Wine	boxed in 24s hired in 12s	84	£6.00	£10.00			
Glasses - Tumblers	14 x 500 ml	14	£6.00	£5.00			
Coat Rail	Cloths Rail & hangers - 1.2 mt	1	£3.00	£5.00			
TOTAL							

SAFE USE OF THE GUILDHALL

In making the booking you are agreeing to use the Guildhall in a safe manner, the guidance notes below can be a check list of useful information.

EMERGENCIES

- Ensure you have a mobile phone to call emergency services that has a good signal strength at the location (Orange & O2 are good)
- Please read through the EMERGENCY GUIDANCE data sheet on the foyer notice board for further guidance before your event.
- Make sure all your group know where to assemble in the case of a fire or emergency (under the Yew tree in the Church Yard)
- You should note how many people there are in your group before the event starts

FIRST AID & INCIDENTS

- First Aiders are not always in attendance. First Aid equipment is available in the Kitchen.
- Accidents and incidents must be recorded on the forms available on the Foyer notice board or the First Aid point in the kitchen and reported to a trustee within 24 hours of the event.

SECURITY

- Do not leave the building unlocked and unattended at any time.
- Before leaving ensure you have followed the SHUTTING PROCEDURE on the guidance card.

ELECTRICAL EQUIPMENT

- All equipment owned by the Guildhall is PAT electrical equipment.
- Any equipment brought on site must be of a PAT standard, the Trustees retain the right to prohibit the use of equipment thought not to be of a PAT safety standard.
- Flexes and cables should be routed and suitably secured to prevent tripping by attendees.

GENERAL SAFETY

- Ensure the Car Park lights are on and members of your group do not Park on or obstruct the drive way at any time.
- Bollards should be placed 1.5 metres from the building at each doorway to indicate the building is in use and prevent obstruction by parking of the Emergency Exits.
- Do not obstruct Fire Exits within the hall at any time, do not obstruct or move the Fire Extinguishers.
- If necessary to move furniture or trestles please do so with within your capabilities.

LIABILITY

- The trustees cannot accept responsibility for injuries suffered or any damage which may result from the activities of particular groups.
- Vehicles are parked in the Guildhall's curtilage entirely at the owners' risk.

Your cooperation and help is greatly appreciated, the Trustees hope you have an enjoyable and successful event