



APPLICATION FOR THE HIRE OF CROSFIELD HALL

To: Head of Property and Asset Management
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover SP10 3AJ

Office tel: 01264 368307
Out of hours: 01264 368000

This form should be completed and returned with the fee to the above address. Cheques should be made payable to Test Valley Borough Council. It is essential that hirers should read the conditions of hire as no claims will be accepted on the basis that the hirer was ignorant of these.

I (Full Name).....

of (Full Address).....

Tel No.....hereby apply for the hire of (please)

Whole Complex Main Hall Annexe Nightingale Room 4

Date..... From (time)..... Until.....

To include set up and clear up times

for the purpose of (type of function).....

which will involve the use of: *live music/recorded music/karaoke/video/film

*Delete as applicable.

Please advise if alcohol will be consumed on the premises. YES NO

If YES, please advise the following:
Will people bring their own or be making a monetary contribution? YES NO

Will the cost of alcohol be included in the cost of the ticket? YES NO

Will alcohol be sold at this event? YES NO

If you answered YES to either of the previous two questions, please confirm that you have applied for a Temporary Event Notice (TEN's) alcohol licence: YES NO

If you wish the Council to provide a Licenced bar, then please contact TVBC for information.

Category of Hire: Commercial Private Concessionary

Number attending function

I enclose £..... in payment of the hiring fee.

To comply with Fire Safety Regulations a Personal Emergency Evacuation Plan (PEEP) must be provided by hirer for each disabled person*.

A booking can not proceed until receipt of a satisfactory PEEP has been confirmed by Test Valley Borough Council.

***For the purpose of the regulation a disabled person is defined as someone who is unable to evacuate the building without assistance.**

Please confirm the maximum number of disabled persons attending this event

Layout required for function:

Board room Theatre Café style Classroom Horseshoe w/tables

Horseshoe w/out tables Herring Bone Empty Custom (Please attach drawing)

Any hirer who is providing activities for children must sign below to declare that they are aware of child protection procedures or have their own safeguarding policy in place.

This hiring is on behalf of (name of organisation).....
whose authority I have to bind them by signing this application form on their behalf. I hereby agree to observe and perform all the conditions of hire, a copy of which is attached to this application form.

Date Signature.....

I confirm that I have read and understood the conditions of hire (please ✓)

I wish to apply for a concessionary rate and I certify that I am entitled to the concession because..... Booking No.....

Receipt number.....

Charity number.....

Parking Reserved and CEOs informed.....

Signature.....

Date.....

Officer.....

PROPERTY AND ASSET MANAGEMENT SERVICE FEES AND CHARGES 2021/22

Whole Complex	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	314.80	356.20	411.90	569.05	213.70	282.75
Morning 08.00 - 13.00	94.45	106.35	124.60	171.15	62.80	82.00
Afternoon 13.00-18.00	126.65	140.04	166.05	229.85	81.50	111.60
Evening 18.00 - 24.00	151.55	168.15	199.35	274.90	97.55	133.80
Hourly (Min. 2 hrs)	32.70	34.80	39.95	53.90	18.70	27.50
Main Hall	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	212.60	237.00	324.50	459.70	139.10	213.65
Morning 08.00 - 13.00	62.80	74.25	96.55	135.80	42.60	62.80
Afternoon 13.00-18.00	81.40	94.60	129.70	182.55	53.90	81.40
Evening 18.00 - 24.00	97.65	113.15	155.60	218.65	64.35	97.65
Hourly (Min. 2 hrs)	18.70	24.45	32.70	44.65	13.50	18.70
Annexe	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	157.15	174.20	243.35	344.25	105.30	173.15
Morning 08.00 - 13.00	45.70	49.85	75.30	104.25	31.65	49.85
Afternoon 13.00-18.00	62.80	74.25	96.65	136.05	42.60	72.25
Evening 18.00 - 24.00	75.30	92.30	116.20	163.00	50.85	86.20
Hourly (Min. 2 hrs)	14.55	15.60	24.45	33.75	9.40	15.60
Nightingale Room	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	60.30	78.35	105.30	146.70	43.60	73.15
Morning 08.00 - 13.00	17.65	24.45	31.65	43.60	13.50	18.70
Afternoon 13.00-18.00	24.45	31.65	42.60	56.05	15.60	27.55
Evening 18.00 - 24.00	29.10	37.90	50.85	67.40	18.70	33.25
Hourly (Min. 2 hrs)	7.30	8.30	9.40	14.60	4.10	7.15

Conference Aids

Standard facilities include flip chart stand, screen.
Audio visual equipment is charged at £47.80 +VAT per session

NOTES:

Storage Charges

(For Regular Hirers of the Crosfield Hall)

Type of Storage Size	Annual Charge
Metal Cupboard Up to 1200mm x 1000mm x 470mm	£44.60
Storage area under stage (One Side) 1200mm x 3600mm x 6000mm	£155.10

- 1) All items are left at hirers own risk. Test Valley Borough Council will not be held responsible for any theft or damage that might occur whilst equipment etc. is stored on the premises.
- 2) The location of storage is at the discretion of the Head of Property and Asset Management.
- 3) The above storage facility will be made available to groups and/or organisations who hire the Crosfield Hall in advance for no less than one booking per month for a minimum of ten months in any one calendar year.
- 4) The storage of equipment etc. will be subject to prior arrangement with the Head of Property and Asset Management.
- 5) Test Valley Borough Council reserves the right to move and or dispose of any equipment left on the premises at the expiration of the storage hire period.
Conditions of Hire for Crosfield Hall
The scales of charges are subject to the conditions of hire.

DISCOUNTS

A discount of 10% will be given to the total bill , for private and commercial hire, for each day on bookings for 2 or more days, whether consecutive days or block bookings, where payment is made in advance.

SUNDAY TRADING

The Council will not permit a hiring which contravenes the Shops Act 1994.

MAXIMUM NUMBER OF PERSONS

The maximum numbers shall not exceed the numbers allowed by the Fire Officer, which numbers may vary with the type of function, the hirer's requirements for the hall and annexe and changes in the fire regulations.

Whole Complex	350* standing or 300 seated in rows
Annexe if hired separately	120 seated in rows
Nightingale Room 4	15 seated

*The Annexe together with the main hall is licensed for 240 dancing. Hirers must arrange to ensure that the maximum permitted numbers are not exceeded.

Only stewards appointed by the hirer are permitted to stand during functions for which an audience is seated.

CONCESSIONARY RATES

- 1) Concessionary rates of hire will be charged to organisations for bookings falling within the following guidelines and the Head of Property and Asset Management and Corporate Director exercise discretion where any doubts arise as to whether or not the applicant falls within the guidelines:-
 - for individuals or organisations holding a charitable status, based in Test Valley, who hire the halls for a purpose which benefits the community at large, the organisation is bona fide, and only pays honoraria to its officers.

- 2) The Head of Property and Asset Management is authorised not to require payment in advance in respect of bookings for concessionary rates of hire.
- 3) The Head of Property and Asset Management is authorised to decide into which category, i.e. commercial, private or concessionary, an application falls.
- 4) The Head of Property and Asset Management is authorised to request a £300 deposit from hirers. This amount can be used to pay for damage/additional cleaning works, with the balance to be refunded. **Deposit Receipt (Recurring Booking)**. If the Hirer wishes to make regular bookings of Council premises where food/drink is consumed a retaining deposit of £300 may be paid in advance for any damage/cleaning that may occur after an event held by the Hirer until further notice. Test Valley Borough Council can continue to hold such deposit until notification by the Hirer that they wish to stop serving food and drink. The deposit will then be refundable, provided no damage/soiling of the premises has occurred. Where the deposit has been refunded, no food/drink may be served at future events unless a further deposit is paid

CONDITIONS OF HIRE OF THE CROSFIELD HALL AND ITS FURNISHINGS AND EQUIPMENT

1 APPLICATION FOR HIRING

All applications for the hire of the Crosfield Hall (hereinafter called "the hall") for either one or more engagements must be in writing on the form attached and forwarded on completion to the Head of Property and Asset Management of the Test Valley Borough Council (hereinafter called "The Council") at Beech Hurst, Weyhill Road, Andover, and the person by whom this application form is signed shall be considered the hirer. Where a promoting organisation is named in the application for hire that organisation shall be considered the hirer and shall be jointly and severally liable thereon with the person who signs the form.

2 CHARGES/REFUNDS

- a) With the exception of Regular Historical Concessionary Hirers, the whole of the letting fee is to be paid at the time of booking. A refund of 75% of the hire charge will be made only if the Hirer gives 3 months notice of cancellation and where the Hirer gives less than 3 months notice a refund of 75% will only be made if the room is re-let for the cancelled period. Only in exceptional circumstances will the Head of Property and Asset Management approve a full refund of all charges paid.
- b) The hirer shall pay to the Council one half of any sums received from any person or persons in consideration of the hirers permitting him or them to film any activity or thing in the hall during the period of hiring.

3 ADVANCE HIRING

- (a) Historical Hirers may, at the discretion of the Head of Property and Asset Management, hire the hall up to the 31st December of the year following the year in which the application is made and the cost of hiring shall be based on the fees in force at the time of the event. Other Hirers may only book the hired premises up to one year in advance.
- (b) With the exception of Regular Historical Hirers, if any provisional booking has not been confirmed, by the means of the return of the completed application forms together with the cost of hiring, within ten days of any provisional application, the booking will be cancelled.

4 INDEMNITY AND DAMAGE

- (a) The hirer shall take good care of and shall not cause any damage to be done to the hall or to any part or parts thereof or to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act of neglect to himself his servant agents or any person resorting to the hall by reason of the use of the hall by him.

- (b) Under no circumstances will the Council make good or accept responsibility of liability in respect of damage or theft or loss of any property, goods, articles or things whatsoever placed deposited brought into or left in the hall either by the hirer or by any other person or left deposited with any servant or Officer of the Council.
- (c) The Council shall not be liable for any loss due to anything which may cause the hall to be temporarily closed or that the hiring to be interrupted or cancelled.
- (d) The hirer at the expiration of the period of hiring shall leave the hall, the kitchen, cooking utensils and the oven in a clean and orderly state and the hirer shall reimburse the Council in respect of the cost of its cleaning which cost has been incurred as a result of the hirer's breach of this condition.
- (e) No cooking will take place anywhere near or on site apart from the kitchen and no other cooking equipment is to be bought into the building.
- (f) The use of the land for launching Helium Balloons and Sky/Chinese lanterns is strictly prohibited
- (g) No fireworks will be let off inside or outside of the building.
- (h) No alcohol to be sold without an appropriate licence, which will be shown to the Premises Manager on arrival and displayed on the bar during the event. No one under the age of 18 years to drink alcohol on the premises.
- (i) The Councils employees may remove or store any property left by the hirer or any other person in or upon any part of the hall after the expiration of the times provided for the use of the hall. The hirer shall pay to the Council on demand the cost of such removal and storage. The Council and its Officers and servants shall not in any circumstances be held responsible for damage to or the theft of or removal of any such property by or during such removal or storage and the hirer shall indemnify the Council against all such claims demands actions proceedings and cost in respect of any such damage theft or removal.

Note: Sellotape must not be used to affix signs to walls, doors etc.

5. INSURANCE

The hirer shall be liable for and shall indemnify the Council in respect of any loss or damage or injury which may be incurred by or be done or happen to the hirer or any person or persons resorting to the hall by reason of the use of the hall by the hirer.

The Council would expect a company or organisation hiring the premises to have in force Public Liability Insurance with a limit of indemnity of £5,000,000 and by signing this document the hirer agrees to these terms and conditions.

6. SAFETY PRECAUTIONS

- (a) At all times during which the hall is used for performances or entertainments when the audience is seated passages or gangways not less than 1 metre wide shall be provided intersecting the rows of seating in such a manner that no seat shall be more than 3.6 metres from a gangway measured in the line of seating.
- (b) No person shall be allowed to sit or stand in the gangways or passages during any performance or entertainment and the gangways and passageways shall be kept entirely free from chairs or any other obstruction.
- (c) No smoking is permitted.
- (d) First Aid – it is the responsibility of the hirer to assess the need for a first aid box and a nominated person to administer/oversee any first aid requirements during their booking period, and if required to supply suitable equipment and personnel.
- (e) Fire Evacuation – It is the responsibility of the hirer to ensure that the people attending their event are aware of the fire evacuation routes and assembly points, and can account for all people evacuated.
- (f) The hirer will be responsible for ensuring that the maximum number of people per Conference Room is NOT exceeded in accordance with the Health & Safety Policy and Fire Regulations.

7. HOURS

- a) **No play, concert, dance or other functions shall continue in the hall on Saturdays after 11.45 p.m.**
- b) On the occasion of dances on Fridays and Saturdays and Bank Holidays no person shall be admitted or readmitted to the hall later than half an hour prior to the hours of closing licensed premises and the hirer shall display prominently cards to this effect. The hirer shall make reference in any posters he may issue to the terms of this condition.

DISCOS: The hirer shall display prominently and make reference in any posters he may issued, the following conditions:-

- (i) no person shall be admitted or readmitted to the hall later than 2200 hours (10.00 p.m.)

8. COPYRIGHT

- (a) No copyright work (other than copyright music, the performing rights of which are vested in the Performing Right Society Limited) shall be performed without the licence of the owner of the copyright and the hirer shall produce such licence to the Council not less than seven days before the commencement of the function to which the licence relates.
- (b) Provided that if the hirer shall fail to produce the licences within the time specified in pursuance of 6. (a) above, then the Council may cancel any other engagements that the hirer may at any time have made without incurring any liability to the hirer whatsoever other than for the return of any fee paid to the Council therefore less an amount equal to fifty per cent of the total fee which would otherwise have been paid in respect of such cancelled engagements.
- (c) The hirer shall indemnify the Council against any infringement of copyright which may occur during the hiring.

9. LICENCES

- (a) The hirer shall obtain and pay for all licences or permissions which may be required in connection with any entertainment which shall take place in the hall during the period of hire.
- (b) The hirer shall notify the Council before applying for licences necessary in pursuance of 7(a) above.
- (c) The hirer shall comply in all respects with the conditions endorsed from time to time on the Councils Stage Plays licence and on the Councils Premises Licence copies of which will be provided by the Council on request.

10.. FURNISHING AND EQUIPMENT

- (a) No bolt, nail or any other fastening may be driven into or attached to the walls or woodwork of the hall. No fittings or furnishing in the hall may be altered or interfered with in any way without the consent of the Crosfield Hall Keeper on behalf of the Council and all furnishings not provided by the Council must be provided at the expense of the hirer. The hirer shall at the expiration of the period of hiring leave the hall in a clean and orderly state and must clear away property which has been brought into the hall for the purpose of the hiring immediately after the hiring.
- (b) No flags, emblems or other decorations shall be displayed outside any part of the hall without the prior consent of the Head of Property and Asset Management, Council Offices, Beech Hurst, Andover. (Tel 01264 368000)

11. MAINTENANCE OF ORDER

The hirer shall be responsible for the maintenance of order and good behaviour at the hall and shall appoint at least 3 stewards all of whom must be a suitable person where the main hall is used and one steward where the annexe to the main hall is used who shall be continuously engaged as stewards for the assistance of the organiser in maintaining order and shall not undertake any other work such as taking of cash at the door, operating electrical equipment and issuing refreshments.

12. NOISE

The hirer undertakes to control the volume of noise from amplifiers and other instruments and equipment.

Be aware that there is a Noise Limiting System installed, which is interconnected with the Electrical Power Points in the hall, after a sustained noise level of 100dB for 15 seconds. Power can only be restored by the operation of a key switch, the key to which is held by the Duty Caretaker.

It is therefore to be anticipated that as the caretaker is not resident on site, a delay of at least 15 minutes will result. It is not possible in safety to circumvent the system. The caretaker is empowered to remove all such attempts. You are therefore advised to inform this to the organiser of your music.

13. PARKING OF VEHICLES

- (a) The car parking area which surrounds the hall is a public pay and display car park and is not therefore provided exclusively for hirers. The Council takes no responsibility for the parking safety or supervision of any vehicle left in the grounds and hirers shall be responsible for ensuring that cars are parked so as not to obstruct entrances and exits.
- (b) The hirer shall not advertise or permit advertisement of the event by way of 'fly posting' or other signs in contravention of the Highway Act 1980 Section 130 or Roads Act 1993 Part 6 Section 71

14. RIGHT OF ENTRY AND CANCELLATION

- (a) The Council reserves to its Officers servants and all other persons authorised by it at all times a right of entry to the hall and a right to refuse admission to or to remove from the hall any person without stating any reason therefore.
- (b) The Head of Property and Asset Management reserves the right at any time to cancel any booking if the venue you have booked is required for:
 - *the holding of any meeting of the Council or any Committee or Sub-committee thereof and no other premises for the Council are conveniently available for the purpose, or*
 - *for any purpose in connection with any parliamentary, County Council or District Council election, or*
 - *where such cancellation is due to circumstances beyond the control of the Council*
 - *In the case of an emergency or major incident the Council may need to ask the "Hirer" to evacuate immediately or to cancel a let at short notice*

In addition for hirers of The Annex,

- *The Head of Property and Asset Management reserves the right at any time to cancel any booking if The Annex is required for the holding of any appeal/enquiry/hearing in connection with a planning matter*
- *In any such event the Council shall not incur any liability whatsoever to the hirer other than for the return of the fee paid by him in respect of such cancelled booking.*

15. COUNTER-TERRORISM AND SECURITY ACT 2015 SECTION 26(1)

No activity which may be construed as drawing people into terrorism is permitted to take place at this venue. Should any allegation be received, or if the Council has reason to suspect non-compliance, the Council will investigate and may decide to cancel or modify the function(s), to ensure compliance with the law.

16. SUB-LETTING

The hirer shall not sub-let the hall or any part thereof: should he do so or attempt to do so the hiring will stand cancelled and the charges paid forfeited and the hirer and sub-hirer excluded from the hall.

17. DATA PROTECTION- PRIVACY STATEMENT

Test Valley Borough Council will only process your information where it is lawful to do so and in accordance with the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The lawful basis for processing your information as contained in your booking form is that it is necessary for the performance of our booking contract with you. The categories of information the Council will process comprises all of the information on your booking form. If you do not provide this information we may be unable to process your booking.

The information the Council holds about you will not be shared with third parties without your express consent or unless it is lawful for us to do so.

The personal information shall be stored for six years after your booking. You have a legal right to request from the Council access to and rectification or erasure of personal data or restriction of processing about you. You also have the right to portability of your data. The Council will only process your information for the purposes for which the information is collected. The Council will not transfer your personal information outside of the European Economic Area (EEA).

Test Valley Borough Council is the Data Controller for the purposes of data protection legislation. The Data Protection Officer is Mrs Karen Dunn. In the event that you wish to complain or contact the Council regarding any aspects of how your information is handled please direct your complaints or queries to: The Data Protection Officer by email at DPO@testvalley.gov.uk, or by post at Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ. You also have the right to complain to the Information Commissioner <https://ico.org.uk/>

18 PUBLIC HEALTH AND PREVENTION OF INFECTION

The hirer shall be responsible for ensuring that all necessary measures are put in place to comply with any legislation or government guidelines (including in particular guidelines issued by Public Health England) to prevent or reduce the possibility of infections being spread. Such measures shall include maintaining any legal or recommended restrictions on social distancing between persons present inside or outside the premises for the purposes of the event for which the premises have been hired.

Any maximum capacities referred to in the conditions shall not be deemed to waive this requirement, and the hirer shall ensure that the number of persons present in the premises shall be reduced sufficiently to comply with the above requirement.

CROSFIELD HALL, ROMSEY

ASSEMBLY POINT FRONT ENTRANCE CAR PARK

FIRE PROCEDURE FOR STAFF & VISITORS

1. When the continuous alarm sounds call the Fire Brigade and the Premises Assistant mobile number if not on site.
2. You should leave the building immediately via the nearest available exit. The Premises Assistant and/or Host of the meeting will check their area of responsibility is clear of all personnel.
3. Doors to cellular offices should not be opened in case the fire is located there.
4. Do not put yourself at risk. Lead by example.
5. Please don't return to collect personal belongings or take cups of hot drinks with you.
6. Please go immediately to your assembly point (**Front Entrance Car Park**)
7. The Premises Assistant and/or Host of the meeting will report to the Fire Service that your area is clear, or provide the name and whereabouts of people left in the building or unaccounted for.
8. Once confirmation from the Fire Officer is given that it is safe to re-enter the building, the Premises Assistant will convey this information to staff and visitors.
9. Please do not re-enter the building until you are advised by the Premises Assistant that it is safe to do so and after the alarm has been silenced and reset.
10. In the event that the evacuation is for a more serious incident, control may pass to a higher level. However, you will still receive instructions from your Premises Assistant and/or Host.

If there is someone in your meeting that requires assistance with evacuation, you must inform the Premises Assistant and have a personal evacuation plan in place.

PREMISES ASSISTANT TEL: 07785 286275

PREMISES MANAGER TEL: 01264 368713

PREMISES MANAGEMENT DEPARTMENT TEL: 01264 368307

OUT OF HOURS EMERGENCY TEL: 07733 113876