

Application for the hiring of a TVBC venue

This form should be completed and returned with the agreed fee.

Complete this form directly on your computer, save it and email as an attachment to RoomBooking@testvalley.gov.uk

Alternatively, you can print, complete, and post the form.

To: Property & Asset Management Admin Team
Test Valley Borough Council
Beech Hurst
Weyhill Road
SP10 3AJ

It is essential that hirers read the conditions of hire, as no claims will be accepted on the basis that the hirer was ignorant of these.

Society, Group or Company Name (if applicable)			
Name & Surname:			
Address & Postcode:			
Telephone:			
Email:			
Which room(s) would you like to hire? Please tick the appropriate box(es)	Crosfield Hall Romsey	Guildhall Andover	Beech Hurst Office
	Whole Complex	Upper Hall	Conference Room 1
	Main Hall		Conference Room 2
	The Annexe		Conference Room 5
	Nightingale Room		The Interview Room
Room layout required: Please tick the appropriate box *Please provide a drawing for custom layouts.	Board Room style	Horseshoe (with tables)	
	Café style	Horseshoe (without tables)	
	Theatre style	Empty Hall	
	Classroom style	Custom*	
Purpose of hiring / event: e.g., Birthday party / business meeting			
Date required: If making multiple bookings, use appendix 1			
Timings: To provide a full itinerary, see appendix 2	Access Time for Setup	Exit Time Doors to be closed & locked	
Total number of attendees:			
Do you have any children/vulnerable adults attending? For full details on our Safeguarding Children & Vulnerable Adults terms see Page 11, Section 18. Please tick the appropriate box	Yes		No

Application for the hiring of a TVBC venue

Page 2

A Personal Emergency Evacuation Plan (PEEP) is required for each person that requires assistance in evacuating the venue. Template found below appendix 3.

Confirm a PEEP has been completed:
Please tick the appropriate box

Yes

N/A

Equipment required:
Please tick the appropriate box

Flip Chart

Laptop

Projector

Lapelled Microphone

Screen

Handheld Microphone



Our venues have free Wi-Fi throughout all rooms.

Will your function involve any of the following?
Please tick the appropriate box(es)

Live Music

Recorded Music

Karaoke

Video

Film

Will food and/or alcohol be consumed on the premises?
Please tick the appropriate box

Food

Alcohol

Both

None

If food or alcohol are included as part of your booking a £300.00 deposit will be required upon payment. This excludes bookings with light refreshments e.g., tea, coffee, biscuits.

Will alcohol be sold at this event, or is the cost included in ticket price?
Please tick the appropriate box

Yes

No

You must give a Temporary Event Notice (TEN) if you wish to hold an event involving a licensable activity, (e.g. the sale of alcohol) Visit www.testvalley.gov.uk/business/licensingandregulation/licensing or contact licensing@testvalley.gov.uk

Confirm that a TEN has been applied for:
Please tick the appropriate box

Yes

N/A

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.

Registered charity number:

Hiring fees:
Community rates are given to registered charities, see terms below for full details. See page 7 for all fees.

Hire Fee:

Deposit (if required):

The deposit will be fully refunded after the event, providing there has been no damage or soiling to the venue. See terms on page 8 for full details.

I confirm that I have read and understood the conditions of hire:
Please tick the appropriate box

Yes

Sign:

Date:

Appendix 3 (Page 1)
Personal Emergency Evacuation Plan (PEEP)

See terms below for when a PEEP is required.

Name of individual:			Venue:		
Date PEEP completed:			Date of review: (To be reviewed annually or as changes happen)		
Event title/name:			Date of event:		
Name of Buddies:	Area:	Expected evac route:	Exp. Time: (mins)	Equipment Used:	
				Items:	Location:
1:					
2:					
3:					
4:					
Details of the plan:					
Identifying requirements Please confirm, can the individual:		Get to the emergency exit independently via the main evacuation route	Yes	No	N/A
		Get to an assembly point safely/independently; and	Yes	No	N/A
		Do this without requiring any assistance?	Yes	No	N/A
Nature of impairment:		Impaired mobility		Dexterity, grip, or reach	
		Describe any other:			
Questions:		Would the individual visit anywhere that requires climbing stairs?	Yes	No	N/A
		Would the individual need buddies to assist evacuation?	Yes	No	N/A
		Would temporary safe refuges be used as part of the evacuation?	Yes	No	N/A
		Would evacuation aides be used by the individual if they were provided?	Yes	No	N/A
		Are there trained resources to assist in the evacuation of the individual?	Yes	No	N/A

Appendix 3 (Page 2)
Personal Emergency Evacuation Plan (PEEP)

See terms below for when a PEEP is required.

Identify all locations accessed on site. Including, where the individual will spend the majority of the meeting/event. Areas the individual may normally visit on site on a regular basis.			
Location:	Floor:	Reason:	
1			
2			
3			
4			
5			
Key Personnel – Individuals involved in the evacuation			
Name	Role	Location	Contact Number
1			
2			
3			
4			
5			
Signed:			Dated:

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 Personal Evacuation Plan 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 PEEP form which includes details of any impairment. If you do not provide this information we will be unable to fulfil the booking of Andover Guildhall.

As this data contains information about your health, it is classed as 'special category' personal data. The legal basis of the Council is processing your special category data is that it is necessary for reasons of substantial public interest in the exercise of a function lawfully conferred on the Council. If you do not provide this information the Council may be unable to provide you with the services or assistance you require. The information the Council holds about you will not be shared with third parties without your express consent or where we are required or authorised by law to do so. The personal information shall be stored for six years after the date of 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/>

Fees & Charges for the hire of Andover Guildhall, Romsey Crosfield Hall and Beech Hurst Council Offices. April 2024 – March 2025

Andover Guildhall, Upper Hall

	Private Hire		Community Hire	
	<u>Weekday</u>	<u>Weekend</u>	<u>Weekday</u>	<u>Weekend</u>
<u>Hourly Rate</u>	£30.00	£35.00	£17.00	£19.00
<u>Wedding Fee</u>	£300.00	£350.00	n/a	n/a

Crosfield Hall, Romsey

	Private Hire		Community Hire	
	<u>Weekday</u>	<u>Weekend</u>	<u>Weekday</u>	<u>Weekend</u>
<u>Hourly Rate</u>				
<u>Whole Complex</u>	£45.00	£50.00	£21.00	£30.00
<u>Main Hall</u>	£30.00	£35.00	£15.00	£21.00
<u>Annexe Room</u>	£22.00	£27.00	£11.00	£17.00
<u>Nightingale Room</u>	£10.00	£15.00	£5.00	£8.00

Beech Hurst, Council Offices

	Private Hire	Community Hire
	<u>Weekday</u>	<u>Weekday</u>
<u>Hourly Rate</u>		
Conference Room 1	£30.00	£17.00
Conference Room 2 + 5	£22.00	£11.00
Interview	£10.00	£5.00

Community Rates

Community rates of hire will be charged to organisations for bookings falling within the following guidelines and the Head of Property and Asset Management exercises 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.
- The Head of Property and Asset Management is authorised to decide into which category, i.e., Community or Private an application falls.

Private Rates

Private rates apply to Hirers that are making bookings for the Hall that do not fall under the Community rate criteria, e.g., meetings, private parties, private functions, birthday parties, events, clubs and auctions. This list is not exhaustive.

Charges/Refunds

- (a) 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 them to film any activity or thing in the Hall during the period of hiring.

Deposit

- (a) We are authorised to request a £300 deposit from Hirers, including those granted a Mayors Free Let, for any events where food/drink is consumed (this excludes bookings with light refreshments e.g. tea, coffee and biscuits) the deposit will then be refunded, provided no damage/soiling of the premises has occurred. In instances where this has taken place the amount can be used to pay for damage/additional cleaning works.
- (b) Deposit for Regular Hirers: if the Regular 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.

**Terms & Conditions for the hire of Andover Guildhall, Romsey Crosfield Hall
and Beech Hurst Council Offices.**

1. Application for hiring.

All applications for the hire of a room in Guildhall, Crosfield Hall or Beech Hurst (hereinafter called "the Hall") for either one or more engagements must be in writing on the form attached and forwarded on completion to the Property and Asset Management Service, 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. Right of Entry and Cancellation.

- (a) The Council reserves to its Officers 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
- (c) In addition, for Hirers of Crosfield Hall,
- The Head of Property and Asset Management reserves the right at any time to cancel any booking if The Annexe 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.

3. Regular Hiring.

- (a) 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.
- (b) With the exception of Regular 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.
- (c) With the exception of Regular Hirers you may only book the hired premises up to one year in advance.

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 by the Hirer and attendees during the booking.
- (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 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 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 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.

5. 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 furnishings in the Hall may be altered or interfered with in any way without the consent of the Premises Assistant on behalf of the Council and all furnishings not provided by the Council must be provided at the expense of the Hirer. At the end of the event the Hall must be left in a clean and orderly state, and any property that has been brought into the Hall must be cleared away and removed.
- (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).
- (c) Sticky tape must not be used to affix signs to walls, doors etc.
- (d) In addition, for Hirers at Guildhall, users of wheelchairs, prams and mobility scooters and similar must note that in the event of a fire the lift will not be in use.

6. 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.

7. Health and Safety Precautions.

- (a) When the Hall is used for seated events such as performances or entertainments passages or gangways must be provided at a distance more than 1 metre wide. Seating should be no more than 3.6 metres from a gangway.
- (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) Smoking is prohibited.
- (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 room is NOT exceeded in accordance with the Health & Safety Policy and Fire Regulations.

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 no less than seven days as specified 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.
- (d) Where copyright music, the performing rights of which are vested in the Performing Right Society Limited is performed in the hall during the hiring the Hirer will be furnished with the programme return forms and shall within 24 hours of the expiration of each function complete and deliver the same to the Premises Assistant.

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. Events where alcohol is to be sold will require a temporary events licence from the Council's licensing section.
- (b) The Hirer shall notify the Council before applying for licences necessary in pursuance of the period of hire.
- (c) Stage plays can only be held at the premises under the terms of the Deregulation Act 2015 between the times of 08:00 a.m. and 22:00 p.m.
- (d) The Hirer shall comply in all respects with the conditions endorsed from time to time on the Councils Stage Plays Licence, Licensing Act 2003, and on the Councils Premises Licence copies of which can be provided by the Council on request.

10. Hours.

- (a) The event cannot be extended beyond the time of the booking, no extensions of hours can be granted by the Premises Assistant. The hirer should state on the booking form the hall opening and closing time.
- (b) No play, concert, dance or other functions shall continue in the Hall after 22.00 p.m. from Sunday to Thursday or 23:00 p.m. on Fridays and Saturdays.
- (c) On the occasion of dances on Fridays and Saturday's 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 notices to this effect. The Hirer shall make reference in any posters he may issue to the terms of this condition.
- (d) Discos - The Hirer shall display prominently and make reference in any posters issued, the following condition that no person shall be admitted or readmitted to the Hall later than 22.00 p.m.
- (e) The Council will not permit a hiring which contravenes with the Sunday Trading Act 1994.
- (f) In the event of the Hall being used for retail trade, Hirers are advised that no customer may be admitted after 20:00 p.m.
- (g) In addition, for Hirers of Guildhall, your attention is drawn to the fact the vehicular access to the High Street is limited by order, and servicing which cannot be arranged by trolleying from the adjacent service roads can be organised by prior arrangement (at least 7 days).

11. Noise.

- (a) The Hirer undertakes to control the volume of noise from amplifiers and other instruments and equipment.
- (b) In addition, for Hirers of Crosfield Hall, there is a Noise Limiting System installed, which is interconnected in the electrical power points in the Hall. If there is a sustained noise level of 100dB for 15 seconds power will cut out and can only be restored by the Premises Assistant.

12. Counterterrorism and Security ACT 2015 SECTION 26(1).

- (a) 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.

13. Parking of Vehicles.

- (a) The car parking area which surrounds Crosfield 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.

14. Sub-Letting.

- (a) The Hirer shall not sub-let the Hall or any part thereof: should they 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.

15. Fly Posters.

- (a) 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.

16. Data Protection-Privacy Statement.

- (a) 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/>

17. Public Health and Prevention of Infection.

- (a) 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.

18. Safeguarding Children and Vulnerable Adults.

- (a) Any hirer who is providing activities for children/ vulnerable people must sign the booking form to declare that they are aware of child protection procedures or have their own safeguarding policy in place.

19. Personal Emergency Evacuation Plan (PEEP).

- (a) To comply with Fire Safety Regulations a Personal Emergency Evacuation Plan (PEEP) must be provided by Hirer for each disabled person. For the purpose of the regulation a disabled person is defined as someone who is unable to evacuate the building without assistance. A booking cannot proceed until receipt of a satisfactory PEEP has been confirmed by Test Valley Borough Council.
- (b) At Guildhall, please note that the building has a single point of access/escape and the Hall is located on the 1st floor. Therefore, to comply with Fire Safety Regulations a Personal Emergency Evacuation Plan (PEEP) must be provided by Hirer for each disabled person.
- (c) In addition, at Crosfield Hall, when hiring the Nightingale Room, please note that access to the room has a single point of access/escape via stairs. Therefore, to comply with Fire Safety Regulations a Personal Emergency Evacuation Plan (PEEP) must be provided by Hirer for each disabled person.

Maintenance of Order

As keeping with our policy that the safety of the public is paramount, we will be strictly enforcing the conditions of hire. The following conditions are brought to your attention:

- (a) The Hirer shall be responsible for the maintenance of order and good behaviour at the Hall and shall appoint stewards, all of whom must be a suitable person. The steward(s) shall be continuously engaged for the assistance of the Hirer in maintaining order and shall not undertake any other work such as taking of cash at the door, operating electrical equipment and issuing refreshments.
- (b) At the end of the event the Hirer must 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.
- (c) 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 and all cooking equipment is to be left in a clean and tidy condition, including the oven.
- (d) We do NOT allow naked flames or gas cylinders.
- (e) The use of the land for launching Helium Balloons and Sky/Chinese lanterns is strictly prohibited and no fireworks will be let off inside or outside of the building.
- (f) No alcohol to be sold without an appropriate licence, which will be shown to the Premises Assistant on arrival and displayed on the bar during the event. No one under the age of 18 years to drink alcohol on the premises.
- (g) Music will be channelled through the noise inhibitor (Crosfield Hall)
- (h) Strict checks will be made to ensure no more than the maximum people are allowed into the venue at any one given time.
- (i) Fire exits will be kept clear at all times.
- (j) At Andover Guildhall we do not allow DJ's or dancing in the Hall.
- (k) Functions will finish on time. Clear up is to start at the latest 23:00 p.m. in order to vacate premises for 24:00 p.m. if this time has been booked and paid for. This includes the breakdown of DJ/Band equipment at Crosfield Hall.
- (l) The venue will be left in a reasonable condition or charges will be levied.
- (m) Bouncy castles are not allowed.
- (n) No form of amplifying and/or relaying of social functions is allowed.

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 changes in the Fire Regulations.

Andover Guildhall

Upper Hall	55* person capacity	*depending on event
-------------------	---------------------	---------------------

Crosfield Hall, Romsey

Main Hall	350* standing or 300 seated in rows
Annexe	60 seated in rows
The Nightingale Room	15 seated

*The Annexe together with the Main Hall is licensed for 425 persons. Hirers must ensure that the maximum permitted numbers are not exceeded.

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

Beech Hurst, Council Offices

Conference Room 1	60 persons (various layouts depending on numbers)
Conference Room 2	18 persons (board room only)
Conference Room 5	12 persons (board room only)
Interview Room	5 persons

*Beech Hurst hospitality – a menu and costs for refreshments can be provided upon request.

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
ROMSEY CROSFIELD HALL ASSEMBLY POINT
Located in the car park opposite the main hall front doors.
- ANDOVER GUILDHALL ASSEMBLY POINT**
Located outside of W.H Smiths in the high street.
- BEECH HURST ASSEMBLY POINT**
West front car park.
7. The Duty Evacuation Coordinator (DEC) 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 DEC/ Premises Assistant will convey this information to staff and visitors.
9. Please do not re-enter the building until you are advised by the DEC/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 DEC/Premises Assistant and/or Host.

Please note, the lift will not be in operation in the event of a fire.

If there is someone that requires assistance in evacuating the venue, the Hirer must provide a Personal Emergency Evacuation Plan (PEEP) for each person before booking the venue. They must inform the Premises Assistant of their evacuation procedure at the start of the meeting/event.

Maximum occupancy regulations for this venue must be adhered to.

TVBC Contacts

Crosfield Hall Premises Assistant: 07785 286275
Guildhall Premises Assistant: 07774 705749
Premises Manager: 01264 368713
Property & Asset Management: 01264 368307
TVBC Customer Services: 01264 368000