

Houghton Regis Memorial Hall



**The Green • Houghton Regis • Beds. • LU5 5DX
Charity Registration 1045459**

CONDITIONS OF HIRE

WELCOME

Thank you for your interest in our Hall, please read the attached information carefully as it contains important information about the hall.

If you have any questions, then please contact the Booking Secretary.

Yours faithfully,

The Trustees of
Houghton Regis Memorial Hall

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IMPORTANT **PLEASE READ OUR HIRE RULES DOCUMENT** **IN FULL**

All Hirers must ensure that the following items are not brought on or used on the premises:

**Party Poppers / Confetti cannons / Snow Machines/
Bubble Machines / Noxious or flammable gases / Candles
/ Chafing fuel / Fireworks / Naked flames / Smoking or the
use of Vapes / Air Fryers.**

Attaching items to the walls of the building is also not allowed.

CONDITIONS OF HIRE

The Trustees reserve the right to enter the hall at any time to ensure that the premises are being used in a manner acceptable, and in accordance with the prevailing rules and regulations, and hire conditions quoted hereunder. Please note that CCTV is in operation 24 hours a day.

PRIVATE HIRE

The hirer (a person that is going to hire the hall and be present throughout the hire) must make an appointment with the Booking Secretary for an on-site visit before a booking has been approved. The booking Secretary will explain the hire conditions and the Health & Safety and emergency procedures.

PRIVATE HIRE SUB LETTING

The Trustees do not allow the hall to be Sub-Let, i.e. an individual or an organisation is not allowed to hire the hall and pay for it and then let it to someone else.

SPECIAL NOTICE

The hirer shall be personally responsible for the adherence of the current hire conditions and implementation of the Fire & Health and licensing of (indoor) public entertainment regulations.

The Hall is licensed for opening from:

09:00 – 23:00 – Sunday – Thursday

09:00 – 24:00 – Friday & Saturdays

DEPOSITS & PAYMENTS

- (1.1) All bookings must be made with the Booking Secretary.
- (1.2) If a booking is agreed, the Hall would raise an Invoice for the deposit and send this out to the hirer. The deposit should be paid with 14 days of the booking to reserve the date. Once paid this will automatically confirm the booking. All payments can be made via Bank Transfer, Debit / Credit Card, Cash or Cheque, details of which are on the Invoice. The final balance must be made 2 weeks before the event, unless payment via cheque, then this must be received 3 weeks before.
- (1.3) Deposit returns. Provided that the Site Manager's report is satisfactory, the deposit will be returned via Bank Transfer within 7 to 14 days. Please ensure you send your Bank details after your event to:
chairman@houghtonregismemorialhall.com to avoid delay.
- (1.4) Cancellation. If hire bookings are cancelled 3 months or more before the event date then the full amount paid will be returned. If less, then it will be returned at a proportioned amount:
- ❖ Less than 2 months – 75% returned
 - ❖ Less than 1 month – 50% returned
 - ❖ Less than 2 weeks – 25% returned

Each cancellation will be considered on a case-by-case basis.

- (1.5) The Trustees reserve the right to revise charges without prior notification. New charges will be effective on all bookings from the first day of the next Calendar month.
- (1.6) The Trustees reserve the right to cancel a booking or shut down a booking if it deems it to be unsafe, a conflict of interest or brings the hall into disrepute.

DECLARATION REQUIREMENTS

- (2.1) The starting time is taken as the time at which entry to the hall is required.
- (2.2) Termination time is taken as the time at which the hall will be completely vacated. (Hirers should take into account how long they think they will be clearing up).
- (2.3) To allow some latitude, an over-run of 15 minutes will be allowed beyond the stated termination time. Any time beyond 15 minutes could incur an additional charge which will be deducted from the deposit, this is dependent on the circumstances prevailing at the time. Please note that the Site Manager is not available to assist the hirer to prepare or clean up after an event.
- (2.4) The Hirer must clearly state the purpose of the hire on the booking form and declare any equipment which will be brought to the hall and advise any third party who will be using the Hall and its facilities, i.e. disco, bar etc. Electrical equipment must be PAT Tested for safety. Third Parties should also supply the Booking Secretary with a copy of their Liability Insurance.
- (2.5) **HIRER'S EQUIPMENT**. The hirer and/or persons using equipment are responsible for additional goods and equipment brought in to the hall. Any such equipment must conform to Health and Safety Regulations applicable at the time of hire. Hirer must have the Booking Secretary's permission to bring such goods and equipment to the hall and sign an agreement to be responsible for any damage caused.

GENERAL INFORMATION

- (3.1) Any complaints should be made in writing in letter form to the Chairman or by sending an email to: chairman@houghtonregismemorialhall.com the communication must be sent within 7 days of the hire.

FACILITIES AND EQUIPMENT

- (4.1) Teapots and a Tea Urn are available. The hirer will need to supply or hire their own cups & saucers.
- (4.2) Brooms and mops are included in the hire, after hire all rubbish is to be taken outside and placed in the large dustbin located near to the Kitchen exit.
- (4.3) **KITCHEN** - no more than 3 people **over the age of 16** are allowed in the kitchen at any one time. The use of these facilities is at the user's own risk.
- (4.4) The use of the PA equipment, including Projector, will be granted upon agreement with the Booking Secretary. The Hall is not licensed to broadcast live events. The showing of Cinema films brought to the Hall via purchased DVD's or Streamed over the internet is not allowed. A Licence is required to show films. Details of companies that handle Licensing are available from the Booking Secretary.

WHEELED VEHICLES & DOGS

(5.1) Bicycles are not permitted in the hall.

Wheelchairs and Mobility Scooters, (Portable Class 2 which are lightweight and generally of a size no larger than 102 x 60 x 121cm weighing no more than 94kg approx. and have a maximum speed of 4mph) will be allowed in the Hall with the prior agreement and consent of the Hall's Booking Secretary.

However, please be aware that the Hall can only accommodate a maximum of 2 Mobility Scooters per event and permission will be granted on a "first come, first served" basis. The Booking Secretary will advise you where these are to be 'parked'.

EXAMPLES OF MOBILITY SCOOTERS



CLASS 2
Size & weight approx:
89 x 59 x 112cm (HxWxD)
55kg.
Max speed: 4mph



CLASS 3
Size & weight approx:
128 x 72 x 160cm (HxWxD)
157kg
Max speed: 8mph

PASSAGES AND EMERGENCY EXITS **MUST BE KEPT CLEAR AT ALL TIMES**

(5.2) Dogs are not allowed in the hall: **Guide Dogs are permitted.**

THE HIRER'S RESPONSIBILITIES

- (6.1) Management of the premises and contents during the hire period.
- (6.2) Full charges will be made for any loss or damage to the hall, fixtures and fittings.
- (6.3) The hirer is responsible for the maintenance of good order by all persons using the premises during the hire.
- (6.4) To sell alcohol, the hirer **MUST OBTAIN** a Temporary Events Notice (TENS License) from Central Bedfordshire Council. Details can be found at centralbedfordshire.gov.uk. A copy must be posted or emailed to the Booking Secretary prior to the event.
- (6.5) All drinks must be served through the Kitchen hatch; no bar is to be set up in the hall itself.
- (6.6) The hall must not be left unattended during the hire period.
- (6.7) The hall may only be decorated after the agreement of the Booking Secretary. Please note Sellotape, Blue Tack, drawing pins, nails, Tape on any of the floor or walls etc. must not be fixed to any part of the hall's structure. The Booking Secretary can advise on how the hall can be decorated.
- (6.8) Any accident(s) must be reported to the Booking Secretary as soon as reasonably possible.
- An Accident Record Book can be found in the First Aid Box in the Kitchen.
- (6.9) The hirer and guests must leave the venue in such a manner as to not upset local residents.

FIRE PROCEDURE

1. Please make sure that your guests are aware of the Houghton Regis Memorial Hall Floor Plan which shows the position of the Fire Extinguishers and exits. (A copy of which can be found on the following page and on the notice board in the Foyer).

2. In the event of a Fire look for a **RED FIRE SWITCH BOX**
Flip the plastic lid and press the **BLACK BUTTON**
this will sound the alarm.



3. The person in charge of the Hall or Function will instruct all persons to leave the building using the nearest exits and assemble at the fire assembly point located on the **Village Green** opposite the Hall. The person in charge should also check the toilets to make sure no one is left behind.

**Only the door from the main Foyer
is suitable for Wheelchair exit.**

4. **CALL THE FIRE BRIGADE BY DIALING 999** using your own mobile phone.

GIVE THE MEMORIAL HALL ADDRESS:
HOUGHTON REGIS MEMORIAL HALL
THE GREEN, HOUGHTON REGIS, LU5 5DX.

5. The person in charge should make sure that once the hall has been evacuated, **NO** members of the public re-enter the building to collect personal belongings.

Once at the Assembly Point, the person in charge should complete a Head Count.

6. Whilst waiting for the Fire Brigade the person in charge **MUST** telephone a member of the Committee:

KEN WATTINGHAM:
Chairman – 07799 720767

JULIE CAWTHORNE:
Booking secretary/Site Manager - 07598 125775

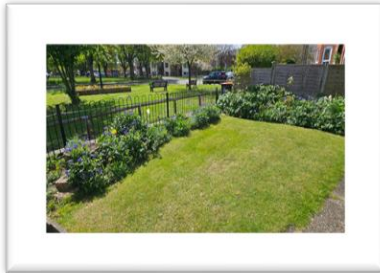
7. On arrival of the Fire Brigade, the person in charge of the Hall or Function should report to the Fire Officer in-charge, that all persons are out of the building, a Head Count has been done, that everyone is safe, or inform them that they have a person(s) missing and where they were last seen.
8. Attendants should only attempt to extinguish a Fire by using one of the Fire Extinguishers provided, if it is safe to do so.

THE FIRE ALARM CAN ONLY BE SWITCHED OFF BY ONE OF THE COMMITTEE MEMBERS NAMED ABOVE.

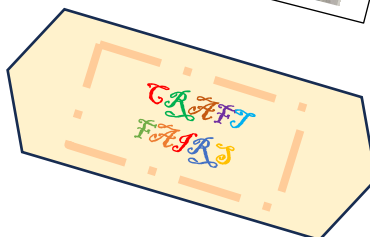
**FIRE ESCAPE PLAN
FOLLOW RED ARROWS**



THE GARDEN & HALL



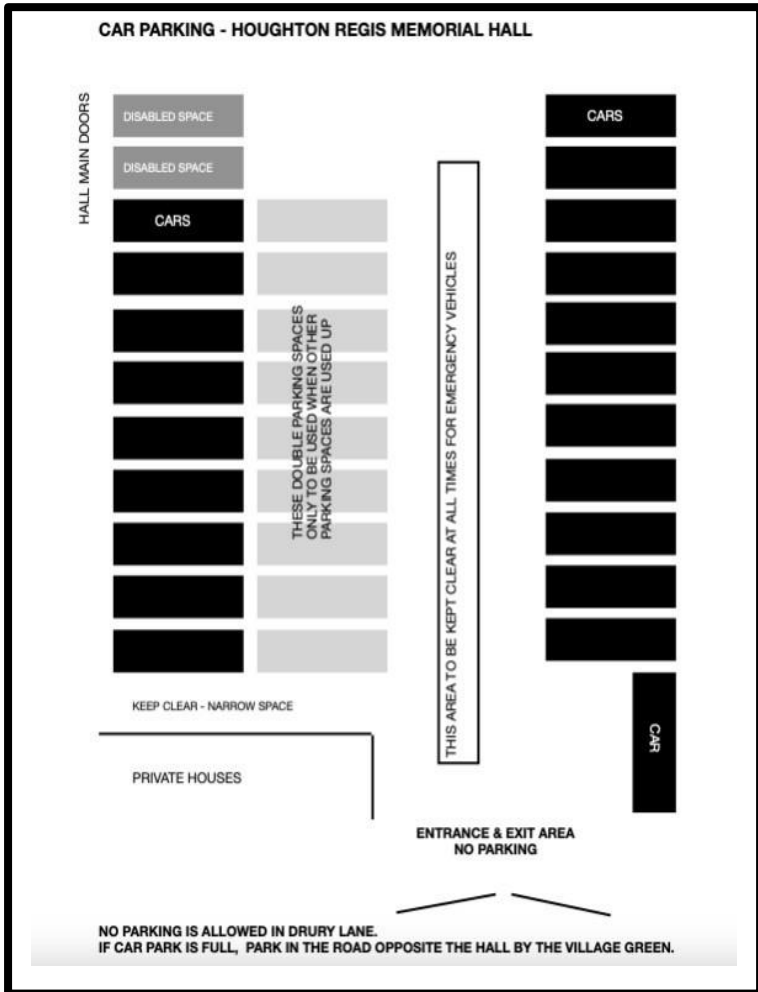
FUN And...
CELEBRATIONS



You can also find us on Facebook 

CAR PARK

Car Park Capacity is: 21 vehicles plus 2 Disabled spaces with an additional overflow of 9 spaces if required.



CONTACT DETAILS

Website: houghtonregismemorialhall.com
Facebook: [houghtonregismemorialhall](https://www.facebook.com/houghtonregismemorialhall)

Chairman: Ken Wattingham
Tel: 07799 720767
chairman@houghtonregismemorialhall.com

Vice-Chairman: David Hill
Tel: 07305 433950

Hall Booking Secretary / Site Manager:
Mrs. J. Cawthorne – Tel: 07598 125775
bookings@houghtonregismemorialhall.com

**Winner of the Southern Enterprise
Awards.**

Houghton Regis Memorial Hall Fund



Houghton Regis Memorial Hall Fund is one
of the 2023 winners of the SME Southern
Enterprise Awards.

HOUGHTON REGIS MEMORIAL HALL

One of the best kept halls in the Houghton Regis area

Whether you're planning a wedding, birthday party, community gathering, or any other special occasion, we're here to ensure your event is a success.

From helping with licensing for a mobile bar to arranging music, we've got you covered.

Don't hesitate to get in touch and secure your date at our venue.

We especially welcome enquiries from the Houghton Regis community.

**WE CAN HELP MAKE
YOUR EVENT A DAY TO
REMEMBER**

We also have a great choice of activities that you can enjoy. Take a look at our website.

Book now

Let our experienced secretary help you with your booking

07598 125 775

Houghton Regis Memorial Hall
Memorial Hall, The Green,
Houghton Regis, LU5 5DX

www.houghtonregismemorialhall.com



- ✓ 23 space car park
- ✓ New decor
- ✓ Modern kitchen
- ✓ Wheelchair friendly
- ✓ Baby changing
- ✓ Disabled toilet
- ✓ Loop system
- ✓ Free Wifi
- ✓ Stage & sound system