

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey
GU7 1HT

Scale of Charges per hour for Pepperpot From 1 April 2016

PEPPERPOT:	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	7 + (1.40 VAT) (8.40 per hour)	14 + (2.80 VAT) (16.80 per hour)	16 + (3.20 VAT) (19.20 per hour)
UPPER ROOM			
	6 + (1.20 VAT) (7.20 per hour)	7 + (1.40 VAT) (8.40 per hour)	7 + 1.40 VAT (8.40 per hour)
UNDERCROFT			

VAT is charged at the prevailing rate, currently 20%.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Undercroft - In certain circumstances (normally when sharing takes place) one half (one pitch) of the Undercroft may be hired out for one half of the standard charge.

Performance of Music - Events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Conditions of Hire

These conditions apply to all hiring of The Pepperpot and form part of the Hiring Agreement. Godalming Town Council's Facilities Manager will run through these conditions with you, however, if you are in any doubt as to the meaning of any of the conditions you should consult the Facilities Manager.

For the whole period of the hiring you are responsible for the supervision of the building and its contents; and the behaviour of all persons using the premises whatever their capacity. The Town Council will charge you for any damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

1 General

Use of Premises

- 1.1 The premises may only be used for the purpose described in the Hiring Agreement and may not be sub-hired or used for any unlawful purpose or in any unlawful way. The Hirer is not permitted to do anything or bring onto the premises anything that may endanger the building and/or people in it or render invalid any insurance policies. There will be no consumption of alcohol on the premises.

Indemnity

- 1.2 The Hirer shall indemnify and keep indemnified Godalming Town Council, Town Council employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

- 1.3 The Hirer shall take out adequate insurance (a minimum of £5,000,000) to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Facilities Manager. Failure to produce such policy and evidence of cover will render the hiring void.

- 1.4 Godalming Town Council is insured against any claims arising out of its own negligence.

No Alterations

- 1.5 No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises.

Hirer's Property

- 1.6 Godalming Town Council accepts no responsibility for any property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring. Godalming Town Council may following failure by the Hirer to remove such equipment/property within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

Cancellation

- 1.7 If the Hirer wishes to cancel the booking before the date of the event and Godalming Town Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Town Clerk.

- 1.8 Godalming Town Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for other use such as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) Godalming Town Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer

In any such case the Hirer shall be entitled to a refund of any fees already paid, but Godalming Town Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Commencement and end of Hire

- 1.9 The hirer will be provided with a key to The Pepperpot and will enter the premises no earlier than the beginning time indicated in the hire agreement and will vacate the premises by the end time indicated.
- 1.10 The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise Godalming Town Council shall be at liberty to make an additional charge. Such tasks are to be completed within the booked hire period.

No Rights

- 1.11 The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

2 Licensable Activity

Premises Licence

- 2.1 The Pepperpot has no premises license. If you wish to hold a licensable event then you will be responsible for obtaining such authorisation as may be needed and you must consult the Facilities Manager.

Consumption of Alcohol

- 2.2 The consumption of alcohol is not permitted on the premises.

Gaming, Betting and Lotteries

- 2.3 You will ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

3 Health & Safety

Public Safety Compliance

- 3.1 You will comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority.
- (a) The Facilities Manager will provide instruction in the following matters (and by signing the Hire Agreement you acknowledge receipt of such instructions):
- The action to be taken in event of fire. This includes calling the Fire Brigade, meeting them and evacuating the building. See Appendix 1
 - The location and use of fire equipment.
 - The escape route and the need to keep it clear.
 - Method of operation of the escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- (b) In advance of any booking you will check the following items:
- That the fire exit is unlocked and panic bolts in good working order.
 - That the escape route is free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.

Means of Escape

- 3.2 All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

Outbreaks of Fire

- 3.3 The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Facilities Manager.
- 3.4 If the fire alarms are set off as part of an emergency procedure, or accidentally, the booking for that day will be terminated from that time onwards.

Health and Hygiene

- 3.5 No smoking is permitted anywhere on the premises.
- 3.6 In order to avoid injury care should be taken when moving tables or chairs. In particular no table or chairs should be taken down the stairs. The room should be left set up boardroom style with 10 chairs placed around the table, the remainder to be placed (in stacks no more than three chairs high) around the edge of the room.
- 3.7 The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- 3.8 All crockery and cutlery should be returned clean to the cupboards and drawers in which they are stored. Any breakages should be reported to the Facilities Manager. Waste should be put in bin bags and taken home. All table-tops should be wiped clean.

Noise

- 3.9 The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

Animals

- 3.10 The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by Godalming Town Council. No animals whatsoever are to enter the kitchen at any time.

Electrical Appliance Safety

- 3.11 The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

Accidents and Dangerous Occurrences

- 3.12 A first aid box is located on the wall of the kitchen.
- 3.13 The Hirer must report all accidents involving injury to Godalming Town Council's Facilities Manager) **as soon as possible** and complete the form in The Pepperpot's accident book (which is kept in the kitchen). Any forms that are filled in should be returned to the Town Council offices at the end of the hire period. Certain types of accident or injury must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Facilities Manager will provide advice on this if necessary.
- 3.14 Any failure of equipment belonging to The Pepperpot or brought in by the Hirer must also be reported as soon as possible

Explosives and Flammable Substances

- 3.15 The hirer shall ensure that:
- (a) Highly flammable substances are not brought into, or used in any part of the premises, this includes candles or any other naked flame;
 - (b) No firearms or power driven engines are brought into the premises; and
 - (c) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected. No decorations are to be put up near light fittings or heaters.

Heating

- 3.16 No unauthorised heating appliances shall be used on the premises.

4 Crime Disorder and Public Nuisance

In order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, the consumption of alcohol is not permitted in the building. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

5 Protection of Children from Harm

Children

- 5.1 The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and/or vulnerable adults are taking part in activities). The Hirer shall provide Godalming Town Council with a copy of their Child Protection Policy on request.

6 Other

Fly Posting

- 6.1 The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified Godalming Town Council accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by Waverley Borough Council.

Sale of Goods

- 6.2 The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices

ADVISORY NOTICE: PLEASE NOTE THAT CCTV CAMERAS ARE OPERATIONAL IN THE UNDERCROFT OF THE PEPPERPOT.



FIRE ACTION

In the event of discovering a fire

1. Sound the alarm
2. Close the door to contain the fire, if safe to do so
3. Leave by the nearest safe exit 
4. Go to the designated assembly point - tell the person in charge where the fire is located

If the Fire alarm sounds:

1. Manager or user to call Fire Service, dialling 999 - report fire at

The Pepperpot, High Street,
Godalming GU7 1DP

Stay on the line until address is repeated back to you

2. Leave the building by the nearest safe exit 
3. Go directly to the designated assembly point



The designated assembly point is:

The Star Public House, Church Street



**DO NOT re-enter the building
until instructed**



**DO NOT stop to collect
personal belongings**