



Supporting Our Community

Scale of Charges per hour for Wilfrid Noyce Centre From 1 April 2018

	Voluntary Organisations (Excluding Fri & Sat Evenings)	GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings)	Standard Rate
	£	£	£
<u>WILFRID NOYCE CENTRE:</u>			
WHOLE CENTRE (including use of Kitchen for catering facilities)	18 + (3.60 VAT) (21.60 per hour)	32 + (6.40 VAT) (38.40 per hour)	40 + (8.00 VAT) (48.00 per hour)
CAUDLE + WYATT (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE + OGLETHORPE (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE HALL ONLY (including shared use of Kitchen for tea/coffee facilities)	8 + (1.60 VAT) (9.60 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
WYATT ROOM ONLY (including shared use of Kitchen for tea/coffee facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)
OGLETHORPE HALL ONLY (with kitchenette and separate toilet facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)

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

Friday & Saturday Evenings from 18.00: Voluntary Rate increased to GU7 Rate; GU7 Rate increased to Standard Rate.

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).

Regular users will receive a 5% discount on 12 or more bookings per annum.

Round Banqueting Tables, Upholstered Chairs, Crockery, Cutlery, Set up and clear down of Tables & Chairs are available for a flat fee of £100. Please contact operations@godalming-tc.gov.uk 01483 523112 for full details.

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., 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.

DISCO's - Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

Damage Deposit - A refundable damage deposit between £30 & £500, depending on the nature of the event, is required. Deposits will be returned within 14 days of an event if no claim is required.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

WILFRID NOYCE CENTRE – CONDITIONS OF HIRE

These conditions apply to all hiring of the Wilfrid Noyce Centre and form part of the Hiring Agreement. The 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 Godalming Town Council's 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 without written permission.

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

No Alterations

- 1.4 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 without the prior written approval of the Facilities Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of Godalming Town Council remain in the premises at the end of the hiring. It will become the property of the Town Council unless removed by the hirer who must make good to the satisfaction of the Facilities Manager any damage caused to the premises by such removal.

Stored Equipment

- 1.5 Godalming Town Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. 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

- 1.6 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.
- 1.7 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
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

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

1.8 The Wilfrid Noyce Centre will be available for the Hirer at the beginning of the hiring at the time indicated in the hire agreement and must be closed at the time indicated. The Hirer should ensure that any outside caterers, contractors and bar staff are aware of the hire period, unless agreed by prior arrangement, they will not be able to enter before or leave after the hire period.

1.9 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

1.10 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 – including the consumption of alcohol

Premises Licence

2.1 The Wilfrid Noyce Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. If you wish to hold a licensable event for which the premises are not licensed then you will be responsible for obtaining such authorisation as may be needed and you must consult the Facilities Manager.

Activity	The hall is licensed for	Times for which the activity is licensed
a. The performance of plays	✓	09.00 – 23.00
b. The exhibition of films	✓	09.00 – 23.00
c. Indoor sporting events	✓	09.00 – 23.00
e. The performance of live music	✓	09.00 – 23.00
f. The playing of recorded music	✓	09.00 – 23.00
g. The performance of dance	✓	09.00 – 23.00
h. Entertainments similar to those in a – g	✓	09.00 – 23.00
i. Making music	✓	09.00 – 23.00
j. Dancing	✓	09.00 – 23.00
k. Entertainment similar to those in l – j	✓	09.00 – 23.00

Consumption of Alcohol

2.2 The Town Council wishes to control the consumption of alcohol on its premises and therefore if you wish to serve alcohol at your event then you will need to seek written permission from the Town Clerk. Note that permission is unlikely to be granted if the planned event is aimed at young people (under 21 years).

2.3 The Wilfrid Noyce Centre is not licensed for the sale of alcohol and if you wish to sell alcohol then you will need to give the licensing authority (Waverley Borough Council) a Temporary Event Notice (TEN). Failure to seek written permission from the Town Clerk before giving the licensing authority a TEN will result in cancellation of the hiring without compensation because there is a limit on the

number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by local voluntary organisations.

Copyright Music

- 2.4 The centre is licenced with the Performing Rights Society for the performance of copyright music. PRS fees, where applicable, will be recharged to the hirer of events involving performance of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. Additionally hirers are to ensure bands and or DJ's engaged by them are correctly licenced for the activity and media used

Gaming, Betting and Lotteries

- 2.5 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 or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- (a) The Hirer will be provided with instructions concerning 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 hall. See Appendix 1
 - The location and use of fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of 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 all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - 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 Smoking is not permitted anywhere on the premises.
- 3.6 The Hirer should ensure that the trolleys provided for moving chairs and tables are used in order to avoid injury. Chairs and tables should be stacked in the storeroom in the same order as they were at the beginning of the hire period.
- 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 disposed of in the Dumpy bin provided. All table tops should be wiped clean before tables are stacked in the store cupboard.

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 the public to the Facilities Manager **as soon as possible** and complete the form in the Wilfrid Noyce Centre's accident book (which is kept by the First Aid box in the kitchen). 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 Wilfrid Noyce Centre 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;
 - (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 without the consent of the Facilities Manager. 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 when open to the public without the consent of the Facilities Manager. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

4 Crime Disorder and Public Nuisance

In order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. 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 checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide Godalming Town Council with a copy of their Child Protection Policy on request.

One off Events for Young People (under 21 years) such as discos and teenage birthday parties

- 5.2 Special conditions apply in relation to events that are organised for young people. In recognition of the Wilfrid Noyce Centre's heritage as a youth centre Godalming Town Council encourages properly organised events for young people. For such events the Town Council requires at least three adult supervisors to be present and that measures be taken to ensure that no drugs and alcohol are brought onto the premises (this should include a no re-admittance policy to be enforced to prevent young people leaving the premises to consume alcohol and or drugs elsewhere).

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.



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 **Wilfrid Noyce Centre, Crown Court, Car Park, Godalming. GU7 1HT**

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 Burys Field



DO NOT re-enter the building until instructed



DO NOT stop to collect personal belongings