



TERMS & CONDITIONS OF HIRE OF THE STUDIO LEARNING CENTRE

DATE(S) _____

TIME - from _____ to _____

DESCRIPTION OF USE _____

NAME & ADDRESS OF THE HIRER / CLUB / OTHER ORGANISATION WHO AGREES TO COMPLY WITH HIRE TERMS & CONDITIONS

I apply for the use of The Studio Learning Centre at Leighton Hall, subject to the above particulars, and to the Conditions of Hiring, a copy of which is included. I accept liability for the consequences of any electrical equipment brought on site that is faulty. A list of delegates must be provided to Leighton Hall Estate prior to the event, as it will be used as part of the Fire Roll Call, and notice of cancellation within 2 weeks of the event date will result in the booking fee being retained.

Signed _____ Email _____

Date _____ Telephone Number _____

(To be completed and detached when applicable)

Received from _____

on behalf of _____

the sum of £_____ which is a booking deposit of 25% of the booking fee plus a £50 refundable damage deposit (the damage deposit applies to "one-off" events only)

For and on behalf of The Leighton Hall Estate / Owners

_____ Dated _____ **Updated February 2021**

This booking form will be securely stored and destroyed once the event has taken place and damage deposit returned (if applicable)

In accordance with GDPR guidelines, would you be happy for us to store your information on our secure database? It will only be used to contact you regarding your booking or for offers you may be interested in, from us here at Leighton Hall. Your data will never be sold or shared with a third party. (A copy of our privacy policy is available to download from our website – www.leightonhall.co.uk.)

Yes – please safely retain my data and contact me occasionally

No please remove my data from your lists

TERMS & CONDITIONS OF HIRE OF THE STUDIO LEARNING CENTRE

LEIGHTON HALL has been granted a Premises License by Lancaster City Council for the purpose of public entertainment under section 17 of the Licensing Act 2003. This covers the performance of a play, an exhibition of a film, an indoor sporting event, a performance of live music, any playing of recorded music, entertainment facilities for making music, entertainment facilities for dancing, and the provision of late-night refreshment.

The license does NOT cover:

- the sale of alcoholic beverages on the Leighton Hall premises;
- the performance, display or copying of copyright material;

Separate licenses must be obtained for each of these, in the name of the Hirer or persons nominated by the Hirer.

Conditions - The owners of Leighton Hall will not be responsible for any loss of, or damage to, the Hirers or any third party's property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using The Studio Learning Centre during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the owners against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss or damage or injury.

Entry - Any member of Leighton Hall staff or the owner, shall be admitted at any time during the hiring.

Conduct and Good Order - The Hirer agrees to be present and in charge of the premises during the time of the hiring. (S)he is expected to be a responsible person of at least 18 years of age. The hirer shall ensure that good order is kept in 'The Studio' during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from The Studio and Leighton Hall grounds. At all times, the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like. The owners reserve the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

No animals or pets with the exception of Assistance Dogs are permitted either inside or in the garden without written permission from the owners.

Deposits – A deposit of 25% of the total booking fee must be paid at the time of application plus – in the case of one-off events such as parties.

A £50 damage deposit, and no engagement will be booked until these have been received. The damage deposit is refundable subject to satisfactory inspection of the building by the owners or owners' representative after the event. (Any cheques are to be made out to Leighton Hall).

The booking deposit will be forfeited in the event of cancellation which is notified less than 14 days before the event date booked.

The remaining 75% of hire charges is due on or before the day on which the Hirer occupies the Hall. An invoice can be raised and paid by BACS, but cards, cash & cheques are welcome (any cheques are to be made out to Leighton Hall)

Breakages & Damage - The Hirer is responsible for all damage to the building, equipment, furniture and property in The Studio occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement "as new" of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

The repairs will be carried out by Leighton Hall team and their approved suppliers and contractors, but the costs associated to "making good" the damage will be agreed between the Owner and Hirer in advance of the work. The Hirer will pay for the works prior to the works commencing.

Setting Up and Vacating Premises - The Hirer is responsible for setting out the premises to their requirements.

The Hirer may bring in equipment to the premises, subject to the prior agreement of the owners, and must remove such equipment at the end of the event for which it is intended. The Leighton Hall Estate / owners accepts no responsibility for any equipment left on the premises after the hiring. Any equipment left will be disposed of.

The Hirer may decorate the premises with bunting, banners, balloons etc subject to the prior agreement of the owners, and the decorations must be removed at the end of the event. No fixtures/fittings of any kind shall be driven into any part of the building.

The Hirer shall return all furniture to its original position and leave the premises in a clean and orderly condition.

All rubbish and any other waste matter must be cleared from the building and suitably disposed of in receptacles provided.

The deposit monies will be refunded (or deposit cheque destroyed) after a satisfactory inspection of the building by the owners or owners' representative.

Capacities - The maximum occupation on the premises is:

Theater Style (chairs only) – 30 delegates

Board Room / Workshops (chairs & tables) – 16 delegates

Health & Wellbeing Exercise – 8 delegates

Sub-Letting - Sub-letting is not allowed. No transfer from one Hirer to another is allowed without the approval of the owners in writing.

Fire / Health & Safety - The Hirer is responsible for health and safety for their delegates while they are on site. Any accident must be reported to the Estate Office and recorded in the Hall's accident book. The First Aid kit is located just inside The Studio's entrance door.

The Hirer also agrees to ensure that:

- In any emergency, the Hirer must check that all delegates leave the premises (including the public toilets and garden) safely and walk to the assembly point – which is located on the car park at the bottom of the drive by the entrance pay box.
- On exiting The Studio, the Hirer must turn off and unplug all electrical equipment.
- On exiting The Studio, the Hirer must smash the glass on the red fire box to automatically sound the alarm throughout the Hall. They are located by each door.
- Outbreaks, or suspected outbreaks of fire are reported immediately to the Leighton Hall team at the front door.
- The Hirer must take a roll call of their delegates and confirm to the Leighton Hall Fire Marshall / Fire Officer if they are all present.
- **ALL FIRE EXITS, DOORWAYS AND THE ENTRANCE POINTS TO BE KEPT UNOBSTRUCTED.**
- **Firefighting equipment must not be removed or tampered with.**

A no smoking policy is applied to The Studio and the public toilets at all times.

No naked flames are allowed within the premises. No inflammable substances allowed within the building without specific fire precautions being agreed and in place beforehand and written permission has been obtained from the owners.

Any scenery or temporarily placed items must be fireproof, and any mechanical and electrical equipment must meet acceptable safety standards i.e. an annual current PAT certificate. The Hirer is liable for any damage caused by electrical equipment brought on site.

Hire Period & Purpose - the hire of the building is for the specific agreed time shown on the booking form, and includes the time taken for setting up and clearing up. It does not entitle the Hirer to use or enter the premises at any other time. The building shall only be used for lawful activities. The owners do not specify that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

Right of Refusal - the Leighton Hall Estate / Owners may refuse any application for the hire of the building without stating a reason. It also reserves the right to cancel any booking at any time.

Sign by Hirer:

Date:

Sign by Representatives of the Leighton Hall Estate:

Date:

Special Instructions to all Hirers, issued in conjunction with the CONDITIONS OF HIRING FOR THE STUDIO LEARNING CENTRE AT LEIGHTON HALL

EMERGENCY EXITS are situated at opposite sides of The Studio. The doors are operated by manual 'thumb turns' and **MUST ALWAYS BE KEPT CLEAR OF INTERNAL AND EXTERNAL OBSTRUCTIONS.**

IN THE EVENT OF FIRE

- The Hirer must check that all delegates leave the premises (including the public toilets and garden) safely and walk to the assembly point – which is located on the car park at the bottom of the drive by the entrance pay box.
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- **Firefighting equipment must not be removed or tampered with.**

There is a fire blanket in the kitchen. Fire extinguishers are wall mounted by the main entrance / exit door. **ANY USE OF THE FIRE EXTINGUISHERS OR FIRE BLANKET** must be reported to the Leighton Hall Estate Office.

There is a **FIRST AID KIT** by the main door. All accidents must be reported to the Leighton Hall Estate office and recorded in the Accident Book.

The nearest **DEFIBRILLATOR** is located in Yealand Conyers village. At the Quaker House at the bottom of Peter Lane.

Car Park – The car park is located at the bottom of the main entrance drive on the hard standing and grass. The Leighton Hall estate takes no responsibility for delegates cars while they are parked on site.

Disabled parking is on the terrace on the front of the Hall.

BEFORE LEAVING THE STUDIO – Please ensure that all doors and windows are secured, including the fire exit doors, and that all taps are turned off in the kitchen and toilets; all lights and electrical appliances are switched off; that nobody remains in any part of The Studio, no smoldering waste or dangerous material is left behind. The building should be clean and tidy enough to be acceptable to the next users.

There is a No Smoking policy within all enclosed spaces such as the public toilets and The Studio.

The Gardens & Woodland Walk – delegates are welcome to walk in the garden while on a break, but the Estate accepts no responsibility for any trips or falls that may occur.

Signed Hirer:

Date:

Sign by Representatives of the Leighton Hall Estate:

Date: