

FARNBOROUGH MASONIC CENTRE HIRE TERMS AND CONDITIONS

Version 1 – January 2023

Capacities

Main Hall / Dining Room	110
Upper Hall/Dining Room	60
Conference Room	16
Bar	110

Hire of Rooms

- Farnborough Masonic Centre is available for hire between the hours of 8am-1am Monday to Saturday, and 8am - midnight on Sundays. The venue holds a premises licence, a copy of which is available on request.
- Rooms are available for hire by any commercial or non-commercial organisation for, but not limited to, conferences, meetings, parties, performances, receptions, training sessions, workshops, and similar events.
- Please ensure that the time that you book at Farnborough Masonic Centre is adequate for all your preparations, the actual event and the clearing up afterwards. Over-running in the Rooms at the end of a hire period will be charged at the hourly rate or part thereof. An invoice to cover the cost of any additional time spent at the Farnborough Masonic Centre, will be issued after the event. Please note, an extension of the hiring time on the day of the event may not always be possible.
- The Hirer shall not sublet the premises or any part thereof.
- The venue will only be used for the event named on the booking form.
- The Hirer will leave the premises in a clean and orderly state to the satisfaction of the Management. Any residue from props or special effects must be thoroughly cleaned away. Should the nature of a Hire result in a requirement for increased services, then these shall be charged to the Hirer.

Staffing Your Event

- When it is deemed appropriate, particularly for private parties, a qualified Door Supervisors may be employed in addition to Stewards and the cost recharged to the Hirer. Farnborough Masonic Centre will ensure that any Door Supervisors employed is SIA (Security Industry Authority) qualified. The Hirer is permitted to provide their own security, providing that the staff are fully qualified.

Health and Safety

- All electrical equipment brought into Farnborough Masonic Centre must have a current Portable Appliance Test certificates. All equipment must be installed by a competent and qualified individual. Equipment may be inspected by one of the Farnborough Masonic Centre's technical staff.

- Hirers must take all reasonable care for their own health and safety, and for the health and safety of others who may be affected by their actions, omissions or the use of equipment, within the guidelines of the Health and Safety acts.
- Fire and other exits must be kept clear at all times.
- Animals are not permitted into the venue (except Guide Dogs) without the consent of the Venue Manager.

Bar Hire and Catering

- No food or drink may be brought into the venue. All catering is to be provided by our contract caterers, DB Classical Dining Ltd. Call them directly to discuss your requirements. Alternatively email dbclassicaldining@gmail.com

Car Parking

- The Farnborough Masonic Centre's car park, adjacent to the venue, can be used during the period hire. All vehicles MUST be removed on completion of the hire period, unless permission has been given by FMC.

Data Protection

- Farnborough Masonic Centre's Protection Policy can be found at www.theFMC.org.uk

DBS Checks

- DBS checks are carried out on specific members of staff, dependent on their job role at the venue. These checks are updated every three years.

Film Showings

- Any films shown on the premises must be certified. If no certification is available, the film viewing may only be attended by adults, with no under 18's permitted.
- Please contact the Booking's Team for further details.

Fire

- The Hirer shall observe all fire regulations applicable to the holding of the relevant event, and shall comply with any instructions of, or measures recommended by Farnborough Masonic Centre, and in particular shall comply in all respects with any directions given by the Fire Authority or the Venue Management in relation to seating and exhibition lay-outs, and emergency exit arrangements.
- It is the responsibility of the Hirer to ensure that in the event of an evacuation of the premises, all persons known to be present are ushered to the fire assembly point in the FMC Car Park. A register of all persons present who are involved in the hire should be kept and stored in a prominent location. The Hirer or their nominated representative is responsible for removing this register from the premises in the event of an evacuation.

First Aid

- The hirer is responsible for providing First Aiders. An AED and First Aid Kit is provided in the bar area.
- Any incidents that occur must be reported to a member of the Farnborough Masonic Centre's staff within 24 hours.

Insurance

- Farnborough Masonic Centre's Policy covers for Public Liability, Theft, Accidents, Injury and Accidental Death, which occur through Farnborough Masonic Centre's negligence. Farnborough Masonic Centre's Policy does not cover the hirer or their agents.
- Hirers must take out their own Public Liability Insurance, plus additional cover if any items are brought into the venue which are considered an additional risks e.g. electrical equipment, special effects, trade stands / furniture, exhibition / display equipment, scenery, etc.
- Should a member of the public or our staff be hurt or injured in some way by an accident during your hire period, or through your own actions, or through equipment you bring on site, we require every Hirer to have Public Liability Insurance. All Hirers must be covered by their own Public Liability Insurance for the duration of the whole hire.
- The cover required is up to £5 million. The venue will require a copy of the documentation.

Licences

Farnborough Masonic Centre holds the following licences: -

- Premises, Personal (Liquor), Performing Rights and Phonographic.
- No form of gambling shall take place without the consent of the Council and the Venue Manager and full compliance with the relevant legislation controlling such activities. Further information can be found at www.rushmoor.gov.uk/gambling

Loss or Damage

- If the venue suffers any loss or damage as a result of the hire, it reserves the right to withhold payment of any monies due to the Hirer i.e. Damage Deposit. Farnborough Masonic Centre reserves the right to deduct any sum due as a result of any loss or damage from such monies. Any remaining balance will be paid to the hirer once the matter is resolved.

Publicity

- The Hirer undertakes not to place material in such places as to contravene any Bye-Laws or local regulations. If any displays require public liability insurance to be held, then this shall be the responsibility of the Hirers e.g. banners on public railings.
- The Hirer agrees not to fly post, fly posting may result in their event being cancelled.

- Prior to booking, the Hirer must inform the venue of any sponsors of an event and the terms of any agreement made. The venue has the right to refuse any requests that are deemed unsuitable.

Responsibility for Loss

- Farnborough Masonic Centre will not accept responsibility in respect of, any loss, theft or damage to goods or property left on the premises. Furthermore, Farnborough Masonic Centre will not be responsible for the costs incurred in the removal, storage or disposal of items left on the premises after a hiring.
- Lost Property will be kept on site for two months before being disposed of.

Right to Refuse Admission / Security

- Farnborough Masonic Centre reserves the right to refuse admission to, or remove from the premises, any person without stating any reason.
- It is at the discretion of the FMC Booking Team whether Security staff will be needed at each event.
- FMC Management reserves the right to search all equipment, props and settings, and all goods and property brought into Farnborough Masonic Centre and to remove anything that it deems to present a security or health and safety hazard or a breach of the law.

Right to Terminate

- Farnborough Masonic Centre reserves the right to terminate an Agreement and the hiring at any time. This may occur when: -
- Farnborough Masonic Centre may be of the opinion that the continued hiring would not be in the interest of the good management of the venue.
- If we believe you may have breached the Terms and Conditions of Hire.
- A Force Majeure Event occurs. A Force Majeure Event means the venue becomes unavailable for a reason outside our control i.e. calamity, civil war, terrorism, fire, flood, earthquake, strikes or lockouts, withdrawal of consents or licences, breakdown of machinery, failure of gas or electricity supply, government restriction, act of God, necessary or unavoidable repairs, or health and safety concerns.
- With reference to the Counter-Terrorism and Security Act 2015 Section 26(1) - no activity which may be construed as drawing people into terrorism is permitted to take place at the 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.

Risk Assessments

- Copies of the Farnborough Masonic Centre's Risk Assessments are available on

request.

- The Hirer may be asked to submit a Risk Assessment depending on the nature of their event.

Safeguarding

- Farnborough Masonic Centre has a Policy and Procedure for the Safeguarding of Children and Vulnerable Adults'. This document outlines our approach to safeguarding vulnerable people, roles and responsibilities and the procedure for raising concerns. It also includes guidance on best practice when working with vulnerable people to ensure that, where possible, no one is placed in situations where allegations of abuse might be made against them.
- To supplement the policy, Farnborough Masonic Centre has produced a Safeguarding policy which both summarises the key points of the policy and highlights some additional information that is bespoke to the venue. Copies of the Farnborough Masonic Centre's Safeguarding Policy can be found at www.theFMC.org.uk

Smoking

- Smoking and the use of e cigarettes is prohibited throughout the building.

Special Conditions

- No alterations or additions shall be made to the lighting, heating, seating or fixtures or fittings, or other arrangements throughout the Farnborough Masonic Centre.
- No bolts, screws, nails or tacks shall be driven into any part of the premises.
- No articles of inflammable or explosive nature shall be brought into the venue.
- The FMC bookings team must be made aware of any changes to the equipment being brought into the venue.

Cancellations

- Provisional bookings will be held for a short period of time at the discretion of the venue.
- If the Hirer wishes to cancel for any reason, the following charges will apply:

Less than one week notice given - whole hire charge is payable.

Less than one month notice given - 50% of the total hire charge is payable.

- If Farnborough Masonic Centre has to cancel a hiring through circumstances beyond its control, no charge will be made nor any payment made in respect of any work the hirer might have done in relation to the event.

Parties

- All parties must be paid for in full one month before the event. If payment is not

received, the booking will be released.

Deposits

- Deposits are required for all Bookings.

Change of Date

- Should the Hirer wish to change the date of their event, an administrative fee may be charged at the discretion of the FMC Bookings Team.

Payments

We can accept payment by bank transfer (BACS) or ONLINE.

Account name Alexandra Hall (Functions & Events) Ltd
Sort code 30 90 09
Account no. 36533468

Farnborough Masonic Centre's no longer accepts payment by cheque.

All invoices must be paid 7 days prior to the booking.