

1 INTRODUCTION

If you are already a user of, or intend to be a user of, the Alton Maltings Centre, it is important that you read this document.

2 MANAGEMENT OF ALTON MALTINGS CENTRE

The management of the Alton Maltings Centre, thereafter known as AMC, rests with the AMC Management and with its owners, the Grain House Trust.

The Grain House Trust is a registered charity, number 1096632.

3 AMC POLICY

We want AMC to be accessible to everyone, and to be as safe and secure an environment as we can make it

For this reason we operate AMC under an equal opportunities code of conduct and a code of behaviour which is set out below:

- We insist that all people are treated with dignity and respect at all times.
- People's feelings will be valued and respected at all times. The use of language or humour that people find offensive will not be tolerated (such as sexist or racist jokes or terminology).
- No one will be harassed, abused or intimidated at any time. We will treat incidents of harassment very seriously.
- We expect a high level of good conduct from users of AMC. Users/hirers are required to refrain from using offensive language and loud or unruly behaviour. AMC users/hirers will respect the premises and will avoid damage to property and unnecessary mess.

We will ask anyone in breach of this code of conduct to leave the premises.

4 USE OF AMC

The use of AMC and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

Application for use of AMC will be made to the AMC Reception or Manager.

AMC Management reserves the right to refuse any application for use of AMC.

AMC Management reserves the right to cancel bookings where the premises are deemed unfit for the intended use.

All hirers must submit to AMC Management, at the time of making a booking, the programme content and/or scripts for events such as dramas, concerts and the like. The booking will not be confirmed until such material receives the approval of AMC Management. AMC Management reserves the right to prohibit any event which is considered unfit for the intended use.

All requirements of use must be declared to AMC Management prior to the event, when completing the booking form. Any details not covered by the booking form should be included in a covering letter and returned with the booking form. AMC Management reserves the right to charge for any services or facilities provided at an event which have not been specified on the booking form or at that time.

5 BOOKING CONDITIONS

The hirer must pay a deposit of either 25% of the total hire cost, or £25 (whichever is the greater) in order to confirm the booking. When the booking form is submitted AMC will issue an invoice for the deposit. The booking is not secure until the deposit has been paid.

The balance of the hire charge must be paid no later than twenty-four hours before the booking commences.

For certain types of event, such as parties and wedding receptions, an additional deposit of up to £200 must be paid, which will be used to cover the costs of any damage to AMC during the hire.

Any additional charges incurred during the hire will be invoiced after the hire, and payment will be due immediately.

The Hirer will be held responsible for any damage caused during the period of hire to any part of AMC, site or property, both internal and external. Any damage caused by the Hirer, the Hirer's guests, or other third parties brought in by the hirer (such as discos or other entertainers) must be paid upon receipt by the Hirer of the total costs of repairs or replacements.

6 CANCELLATION POLICY

If you need to cancel your event, you must give us notice in writing. Because of the possibility of mail or email getting lost in transit, we also recommend that you telephone to ensure that it has been received.

Our charges for cancellations are as follows:

Event cancelled with more than 28 days notice: Administration fee of £25 will be charged; any deposit made over this will usually be refunded.

Event cancelled with between 7 to 28 days notice: Deposit is forfeited.

Event cancelled with less than 7 days notice: Booking will be charged in full.

AMC Management reserves to charge additional cancellation fees for substantial bookings (value in excess of £2,000) to cover loss of business.

7 INSURANCE AND LICENSING

AMC is a licensed premises in accordance with the Licensing Act 2003. Most rooms are licensed for the following activities:

- performance of a play or dance
- performance of live music or playing of recorded music
- exhibition of a film
- supply by retail of alcohol

Licensed hours are 9am to 11pm, Monday to Saturday. No licensable activities are to take place outside of these times.

AMC's public liability insurance provides cover for injuries arising from a defect in the premises or of the contents of the building. There is no cover against any injury arising from any action or negligence by the Hirer. Hirers should therefore note that they must accept responsibility for adequate supervision and for arranging suitable insurance cover to cover personal accidents, third-party claim, any loss/damage to the Hirers possessions or any loss/damage to the Centre and its furniture, equipment and fittings resulting from the hire.

The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

The Hirer shall be responsible for ascertaining, obtaining and complying with any licences and special fire precautions necessary in connection with the booking.

The Hirer shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Authority, the Fire Authority, the Local Authority or otherwise.

It is possible for a Hirer to take out a Public Liability Policy with most insurance companies for the period of hire. The limit of indemnity for this type of policy should not be less than £2,000,000 (two million pounds).

Hirers should ensure that their Public Liability Policy includes damage to premises under their control.

8 SAFETY REQUIREMENTS

Nothing shall be done which will endanger the users of the building and the policies of insurance relating to it and to its contents.

In particular:

- Obstructions must not be placed in gangways, corridors, stairways or exits which must be immediately available for free public egress.
- The emergency lights must not be covered as they will illuminate when power has been cut to show exit signs and routes.
- Fire-fighting apparatus shall be kept in the designated places and only used for its intended purpose.
- The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the AMC Management.
- Performances involving danger to the public will not be given.
- High flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (eg polystyrene, cotton etc) shall be undertaken or erected without consent of the AMC Management.
- No decoration shall be erected or suspended from any part of the premises except by prior consultation and the written agreement of the AMC Management. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of a flammable nature shall be erected or suspended on any part of the premises.
- The use of naked flame, smoke machines, lasers and pyrotechnics are prohibited without the prior written consent of the AMC Management.
- The First Aid boxes shall be readily available to all users of the premises. The AMC Management shall be informed of any accident or injury occurring on the premises. An accident book is provided – this must be completed for every accident, however small.
- All electrical equipment brought into the building shall comply with the Electricity At Work Regulations 1989. The AMC Management disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.

9 SMOKING POLICY

Smoking is prohibited in all areas of AMC. The Hirer is responsible for ensuring that this policy is adhered to by all visitors to AMC.

10 INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of the AMC Management whose consent must be obtained prior to seeking any Occasional License or Permission for the sale of alcoholic liquor.

11 BETTING, GAMING AND LOTTERIES

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible for functions held in AMC shall ensure that the requirements of the relevant legislation are strictly observed.

12 STORAGE

The written permission of the AMC Management must be obtained before goods or equipment are left or stored at the centre.

13 LOSS OF PROPERTY

Neither AMC nor the AMC Management can accept responsibility for damage to or the loss or theft of, AMC user's property and effects.

All lost property found within AMC will be held for four weeks, after which time it will be given to charity.

14 CAR PARKING

Cars must not be parked so as to cause an obstruction to the entrance to, or exits from, AMC. Additional car parking space may be available upon discussion with AMC Management. Cars are parked entirely at the owners' risk. Disabled bays are reserved for cars marked with disabled badges.

15 CARE OF PROPERTY

No nails, spikes, screws or tacks are to be driven into any part of the property. No self-adhesive material (such as blu-tac) is to be used on any wall of the property.

Furniture and other movable items are not to be moved by the Hirer without prior permission from the AMC Management staff.

In the event that any of the property of AMC is damaged during the hiring period, AMC Management reserves the right to recharge the hirer for the cost of replacement or cost of repairs to the item.

No structure of any kind may be erected in any part of the hired premises except with the consent of and under the supervision of AMC staff.

All furniture and fittings belonging to the Hirer are to be removed from AMC no later than 9am following an event unless a prior arrangement has been made with AMC Management. However, AMC Management reserves the right to ask the Hirer to remove all their items from the premises on the same day as the event.

16 OTHER CONDITIONS OF USE

Disposal of all rubbish generated during a hire is the responsibility of the hirer.

All notices and placards advertising the event must bear the name and contact point of the Hirer and if applicable, the organisation which the Hirer represents.

Adequate staff must be provided by the Hirer for the issuing and checking of tickets to the event and for the supervision of the event to ensure public safety. In the event of AMC providing such staff, an additional charge will be made in addition to the hire charge.

The Hirer shall not arrange or permit to take place at AMC during the hiring:

- Any broadcasting (visual or sound) of television, radio or mechanical/electronic reproductions
- Any filming on film or video without first making an application in writing for the approval of the same to the AMC Management. Such approval, if granted, will be subject to the terms and conditions laid down by AMC Management.

It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other parts of the building will be out of bounds.

17 GRAIN HOUSE TRUST RESOURCE USAGE POLICY

Grain House Trust resources (principally AMC rooms and equipment) may be hired to or used by any individual or organisation and for any purpose provided that, in the view of the GHT management, the organisation's aims or the purpose proposed do not:

- contravene any national laws or local by-laws;
- contradict, oppose, or hinder - either directly or indirectly - the aims of the Trust, viz.:
 - The advancement of the Christian faith¹;
 - The relief of hardship;
 - Other charitable purposes such as education;
- contravene any guidance from the Charities Commission;
- contravene any GHT policy (e.g. Health and Safety).

For any queries about these terms and conditions, contact us at: Alton Maltings Centre, Maltings Close, Alton, Hampshire, GU34 1DT Tel: 01420 81950 Email: info@altonmaltingscentre.com URL: www.altonmaltingscentre.com

¹ For GHT purposes, the Christian faith is defined by the September 2005 Statement of Beliefs of the Evangelical Alliance. GHT supports Harvest Church in the advancement of the Christian faith. Harvest Church's mission statement is "Christians united in sharing the love of Christ through serving people and communities".