

Booking Terms and Conditions

1. Full payment must be made upon receipt of Matlock Town Council's Invoice for standard bookings or online at time of booking.
2. Full payment is required in advance for parties and occasional bookings.
3. Future bookings will not be accepted from persons or organisations who have not paid the full amount due in respect of a previous hiring.
4. No person under the age of 21 may book a room.
5. If the hirer cancels the booking within 7 days of the hire, a charge of 50% of the normal charge may be made.
6. The premises must be cleared and vacated by the time up to which they have been booked, and, in any case, no later than 12 midnight.
7. Matlock Town Council reserves the right to cancel a booking at any time.
8. Matlock Town Council has full discretion on the acceptance of any booking.
9. Matlock Town Council may be required to cancel bookings at the Imperial Rooms in the event of the death of a national figure.

Health and Safety

1. The person booking the room must consider him/herself in charge of the premises during the whole period of the hire, if a Matlock Town Council Caretaker is not present. He/she **MUST** nominate a person to be responsible for the event, if not present him/herself. The name of the responsible person **MUST** be supplied to Matlock Town Council in advance of the event.
2. The event organiser is responsible for briefing the attendees of the event on fire safety instructions. Copies of the fire evacuation plan are present in each room. This **MUST** be done at every event.
3. A record must be made of the number of people present which must be made available to a Matlock Town Council member of staff, or Fire Officer, on request. Maximum capacity of the rooms is clearly displayed in the foyer area and **MUST NOT** be exceeded.
4. Fire exits **MUST** be kept clear at all times throughout the event, both internally and externally, leaving 1.2m clear.
5. With the exception of equipment (tables etc.) provided by Matlock Town Council, it is the hirer's responsibility to set up and take down the event.

6. Under section 26 of the Counter Terrorism and Security Act 2015 the Council must have due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent Duty. In complying with the Prevent Duty, Councils are required to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

Therefore, by signing the terms and conditions the hirer is not to use the rooms resources to espouse violent and/or non-violent extremist views.

Licensing

1. Hirers are responsible for obtaining their own licence for an event where alcoholic drinks are to be sold, and no alcoholic drinks may be sold after 11.30 pm. It is the responsibility of the hirer to acquaint him/herself with the licensing regulations, copies of which are to be found in each hall, and the Clerk's office, and to comply with their demands.
2. These premises are licensed for Cinematography performances.

Equipment and Publicity

1. No platform, stage or decoration shall be permitted in any part of the building without the agreement of the Town Clerk or the Caretaker.
2. No damage shall be caused to the premises by sticky tape, nails, screws, hooks, fastenings, blue-tack, and no notices shall be posted inside or outside the premises except in the proper place and with the consent of the Town Clerk or the Caretaker.
3. No additional lighting shall be erected, or power points used, without the consent of the Town Clerk or the Caretaker. If plugging in any electrical equipment it should be PAT tested if possible. All electrical equipment is subject to a visual inspection by the Town Clerk or Caretaker to ensure it is in good order. The Town Clerk or Caretaker can refuse any electrical equipment being used if they deem it to be unsafe. All electrical equipment should be used as per the manufacturers' instructions, multiple extensions leads are not permitted.
4. Any damage or breakages to property, fixings or furniture will be charged to the hirer.
5. Room hirers are advised that fly posting is illegal but a small number of notices on boarding exhibited during the event only, have been allowed. They must be removed immediately after the event. Guidance can be given by the Clerk.

Insurance

1. The hirer indemnifies Matlock Town Council in respect of loss, damage, cost or charges arising from non-observance of or non-compliance with these conditions and in respect to any damage to the building, fixtures, furnishings or fittings.

Other

1. The hirer should be aware that other bookings may be taking place in other rooms at the same time. If exclusive use of the Imperial Rooms is required then this should be discussed at the time of booking.
2. Matlock Town Council staff are responsible for general cleaning after an event, but may make an additional charge for any cleaning considered by Matlock Town Council to be in excess of normal use.
3. Cardboard, paper, glass and plastic is recycled at the Imperial Rooms, so your help in separating your waste into the correct bins is appreciated.
4. Stiletto heels are not permitted in the Large Hall as they damage the polished flooring.
5. A loop system for the hearing impaired is available in both halls if required. Please mark appropriately on the booking form, and inform the Caretaker at the beginning of your event, if you wish to use this facility.
6. Free car parking is available at the **front** of the Imperial Rooms. However, space is very limited. **Please be considerate to other room users when parking.** The 'No Parking' zone in the centre of the car park can be used for loading/unloading purposes should the car park be full. However cars must be removed and parked elsewhere for the duration of the booking.

EQUALITY AND DIVERSITY STATEMENT

Matlock Town Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender or sexual orientation, age, marital status or disability. We believe that it is in the Town Council's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, within the framework of the law, we are committed, wherever

practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

EMERGENCY INFORMATION

IN THE EVENT OF A FIRE:

The person responsible for the event must:

1. Raise the alarm by activating a fire call point. PLEASE NOTE THERE IS NO AUTOMATIC FIRE DETECTION IN THE BUILDING- THE ONLY WAY OF RAISING THE ALARM IS BY USING A CALL POINT. Locations of call points: Committee Room, Large Hall (rear fire exits), Foyer, Small Hall Kitchen, Small Hall Fire Exit.
2. Instruct all persons to leave the building, using the nearest exits. The Fire Assembly Point is the DDDC Car Park in front of the Town Hall. Location of fire exits: the back of the Small Hall, through the Small Hall Kitchen, the front doors of the Large Hall, and the Committee Room at the rear of the Large Hall out on to Edgefold Road. Please note, if fire prevents wheelchair users from evacuating the Large Hall via the main entrance ramp, the Committee Room (to the left of the stage) can be used as a Refuge Area until the fire service arrive. The disabled person should not be left alone in the Refuge Area.
3. **CALL THE FIRE BRIGADE.** The nearest telephone box is:- outside the Post Office, Bank Road. Dial 999 and give this address as Imperial Rooms, Imperial Road DE4 3NL.

4. Once the building has been evacuated, the person responsible for the event should ensure that members of the public do not re-enter the building to collect personal belongings, etc.
5. Only attempt to extinguish the outbreak using the appliances provided, if it is considered safe to do so.
6. Location of Fire Extinguishers: In both kitchens, in the front entrance of the Large Hall, in the passage way at the left of the stage, in the rear passage at the back of the Small Hall, and the fire hose is in the front entrance hall.
7. Contact the caretaker (if not on site) to inform them of the fire.

GDPR

Your privacy is important to us. Information on this form will only be used or viewed by MTC staff for the purposes of bookings.