



GENERAL BOOKING CONDITIONS

These general booking conditions relate to your contract with Winchester City Council in hiring the Winchester Guildhall. You should read them before signing your booking confirmation.

By signing and returning your booking confirmation you are agreeing to abide by these general booking conditions. Winchester City Council reserves the right to amend these booking conditions at any time without prior notice.

If you have any questions about these terms and conditions then please email guildhall@winchester.gov.uk



DEFINITIONS

'General Booking Conditions'

This document

'The Venue'

Any of the following rooms (used singly or in combination) at Winchester Guildhall, Broadway, High Street Winchester, SO23 9GH.

Bapsy Hall	Keats Room
Walton Suite	Wykeham Room
Mayor's Parlour	King Charles Hall
Wintonian Room	eighteen71
The Courtyard	Eversley Room
King Alfred Conference Chamber	
Kingsgate	St Cross Room

'The Booking'

An agreement between you and us to hire a room, or a number of rooms, and for any additional services we provide for you at Winchester Guildhall.

'Fees and Charges'

The total amount payable to the Council for the Booking, in accordance with the Council's standard fees and charges.

'The Council'

Winchester City Council
City Offices
Colebrook Street
Winchester
SO23 9LJ

'The Event'

The stated activity or function to be held at the venue for which the Booking has been made.

'The Hirer' and 'You'

The person(s) who sign(s) the venue booking form. The person signing this booking form must be 18 years of age or over at the time of making the booking. When the booking is made on behalf of a commercial, business or other organisation, "the Hirer" and "You" includes such an organisation, and the person signing the venue booking form shall be deemed to be authorised to do so on behalf of such organisation and, as such, will be jointly or severally responsible to the Council for the payment of the hire charges and for the strict observance of these General Booking Conditions.

'We' 'Our' 'Us' or 'Guildhall Winchester'

Winchester City Council acting by its Guildhall and Conference Manager or in his/her absence the Operations Manager or Sales & Marketing Manager

SECTION 1

USING THE VENUE

(a) Making an application to use the venue

- i) An application to use the Venue may be made in person, by telephone, by fax or by email by any person over the age of 18 years.
- ii) Applications can be made at any time in advance of the date in which you are interested.
- iii) Details of your application will be added to our venue management system and we will send you a booking confirmation.
- iv) You must check the details it contains and read these General Booking Conditions before signing the booking confirmation and returning it to the Venue. (these are available by request or at guildhallwinchester.co.uk) The booking confirmation should be returned within 14 days.
- v) If the booking confirmation is not signed and returned within 14 days we reserve the right to offer the room(s) you have applied to use to customers on our waiting list.
- vi) The Council reserves the right to refuse an application without stating the reason for so doing.

(b) Confirmation of the Booking

- i) Your application to use the Venue becomes a Booking when we receive back from you the signed copy of the booking confirmation.
- ii) When an event is booked, you will speak with the Guildhall Sales team. These staff will remain your Guildhall contacts between making the booking and the event itself.
- iii) Each time the details of your booking are amended, we will send you a revised booking confirmation which you must sign and return to the Venue.

(c) Fees and Charges

General bookings

- i) We make a charge for the following: block booking room hire, equipment hire, additional event services, catering services and extra staff when required.
- ii) Room hire charges are applied in 2, 4, 6, 8 hour and full day hire bookings, however some room hire have minimum hire periods, which are outlined in our hire charges.
- iii) Hire refers to the **total** time of the **block period booking** in **whole** hours, which must include the time you require to set up your event and the time

it will take for you to be clear of the Venue. *These can be different to the hours of the actual event.*

- iv) An additional room hire charge will be levied at the prevailing 2 hourly rate should the Venue be occupied outside of the initial period of the booking. Bookings longer than 8 hours will be charged at the prevailing 1 hourly rate.
- v) There will be an additional fee of £120 required to hire a room earlier or later than our core building opening/closing times and £200 to keep any of the building open later than our premises licence allows. Closing times subject to licensing procedures and local licensing objectives.
- vi) Room hire charges include the following: the provision of hired space with reasonable access; reasonable furniture; reasonable heating and lighting.
- vii) Room hire charges do not include any additional services and/or special equipment (for example exhibition lighting, a 3-phase power, use of telephones etc.) These can usually be provided and will be at extra cost. It may not be possible to provide additional services and/or special equipment in some parts of the Venue nor at very short notice.
- viii) Equipment hire charges apply to whole days.
- ix) If equipment has been requested/provided by the Guildhall specifically for an event; then the hire fee is passed on to the customer, regardless of whether the equipment was used by the customer as part of the event.
- x) You must indemnify the Council against all losses, damage, damages claims and expenses incurred as a result of your Booking or use of the Venue. This includes the full repair, replacement or cleaning costs (as we consider necessary) for any damage or soiling of the Venue or any equipment provided by the Council.
- xi) Fees and charges will be based on the Council's standard fees and charges applicable at the time of the event, which are normally reviewed annually on 1 April. A list of current standard rates is available upon request.
- xii) Any changes to hire charges that are made by the Council will initially be from 1st April each year and shall be deemed to be incorporated into bookings made prior to such changes. If any changes to hire charges are deemed necessary at other times these will be made, in which case two months' notice of increased charges will be given and the amended charges shall apply to the booking, subject to review by the Council. In the event of changes being made other than from 1 April and two months' notice is not given, the revised charges will still apply (subject to review by the Council) but you may cancel the booking without penalty if you wish. Vat will be charged at the prevailing rate at the time of the event.

(d) Payment for bookings

Civil ceremonies, marriages, civil partnerships and receptions

Wedding Packages relate to the following rooms;

- 1) Intimate Package - applies to the Wintonian Room and Mayors Parlour
- 2) Marry Me Package - applies to the Walton Suite and King Charles Hall, subject to guest numbers
- 3) Wedding Banquet Package - applies to the Walton Suite, Courtyard Room, King Charles Hall or Bapsy Hall, subject to guest numbers
- 4) Complete Celebration Package - applies to the Walton Suite, Courtyard Room, King Charles Hall or Bapsy Hall, subject to guest numbers

Payment Plan

The Guildhall will hold a date on provisional hold for 14 (fourteen) days whilst the Hirer makes a final decision. Once the Hirer has signed the booking confirmation for the hire, the Guildhall has the following payment plan in place;

- i) The Guildhall make **non-refundable** charges for bookings made for civil ceremonies, including marriages, civil partnerships, and/or for receptions.
- ii) The Guildhall charge a non-refundable deposit of £500.00 (including VAT at the prevailing rate) or the total value of the booking whichever is lower.
- iii) 75% of the total balance of the booking no less than 3 (three) months in advance of the Wedding date.
- iv) The Guildhall charge for the full remaining balance no less than 4 (four) weeks in advance of the Wedding date.
- v) Subsequent charges during the day will generally be invoiced following the event. Please see Section 3 Licenced Bars for details on Bar Tabs and subsequent bottles of wine.

Business customers

Business customers are defined as any customer that has a registered business number or any charity with a registered charity number.

Payment Plan

The Guildhall will hold a date on provisional hold for 14 (fourteen) days whilst the Hirer makes a final decision. If the Hirer wishes to go ahead, the booking confirmation document must also be signed by the Hirer, although it is accepted that

details will change between signing and the event date. This confirmation document may not be the final booking details.

Once the Hirer has signed the booking confirmation for the hire, the Guildhall has the following payment plan in place;

- i) The Guildhall invoices the Hirer for a deposit of £500 (inclusive of VAT at the prevailing rate), or the total value of the booking; whichever is lower, to hold the booking. The Hirer must pay the invoice within 14 (fourteen) days of the date of the invoice.
- ii) Generally, business customers are invoiced immediately after their events. However, the Guildhall reserve the right to undertake credit checks and/or request full settlement from new business customers of any known costs 4 (four) weeks prior to the event taking place. Invoices must be paid within 14 (fourteen) days of receipt.
- iii) Events that are booked with the Guildhall less than 14 (fourteen) days prior to the event date must be paid in **full at that time**.
- iv) Invoices issued after your event must be settled in full within 14 (fourteen) days of receipt (this excludes any catering requirements, see paragraph viii)
- v) Any additional costs incurred on the day, must be paid on site by either card or cash, before leaving the Guildhall.
- vi) Business customers may be asked to provide a company service or purchase order for their booking.
- vii) Late payment on invoices may result in future bookings being declined and any existing bookings being cancelled at the discretion of the Guildhall Manager.
- viii) Business customers that require any **catering services**, which include Guildhall's own catering or catering from one of our approved banqueting suppliers, must pay a non-refundable deposit charge of £1000.00 (including VAT at the prevailing rate) or the total value of the booking, whichever is lower. Invoices must be settled within fourteen (14) days prior to the booking taking place.
- ix) Any credit that the customer is due for a booking will not be paid by the Guildhall until after the event has occurred and all financial costs are known.

Non-business Customers

Non-business customers are defined as customers whom do not have a registered business or charity number.

Payment Plan

The Guildhall will hold a date on provisional hold for 14 (fourteen) days whilst the Hirer makes a final decision. If the Hirer wishes to go ahead, the booking confirmation document must also be signed by the Hirer, although it is accepted that details will change between signing and the event date. This confirmation document may not be the final booking details.

Once the Hirer has signed the booking confirmation for the hire, the Guildhall has the following payment plan in place;

- i) The Guildhall invoices the Hirer for a deposit of £200 (inclusive of VAT at the prevailing rate), or the total value of the booking; whichever is lower, to hold the booking. The Hirer must pay the invoice within 14 (fourteen) days of the date of the invoice.
- ii) Non-business customers will be invoiced in full, 6 (six) weeks before their events. Invoices must be settled in full within 14 (fourteen) days of receipt. (this excludes any **wedding catering** requirements, see paragraph vi)
- iii) Events that are booked with the Guildhall less than 14 (fourteen) days prior to the event date must be paid in **full at that time**.
- iv) If an invoice remains unpaid 10 days prior to the date of the Event the Council may cancel the booking. The Hirer will be liable for any losses, administration charges, costs and cancellation charges arising as a result of such cancellation (see Section 1)
- v) Any additional costs incurred on the day, must be paid on site by either card or cash, before leaving the Guildhall.
- vi) Customers that have booked **wedding ceremony or celebrations** with the Guildhall and require **catering services** from either Guildhall catering or catering from one of our approved banqueting suppliers, will be invoiced for the full amount of the catering services 6 (six) weeks before their event and must be settled in full within 14 (fourteen) days of receipt.
- vii) Any credit that the customer is due for a booking will not be paid by the Guildhall until after the event has occurred and all financial costs are known.

(e) Methods of Payment

- i) Payments may be made by BACS, in cash, by debit or credit card, by bankers draft or by a building society cheque. Personal cheques may be accepted at the Council's discretion.
Cheques and/or bankers draft must be made payable to WINCHESTER CITY COUNCIL.
- ii) BACS payment details are as follows:-
Account Name: City of Winchester - General
Bank: Natwest
Branch: High Street, Winchester, Hampshire, England
Sort Code: 55-81-26
Account: 00300004
- viii) For International payments you may need the swift number. This number for NatWest in Winchester is: **NWBKGB2L or IABN: GB48NWBK55812600300004**
- ix) E-payments may also be made. For further details go to www.winchester.gov.uk and click on the e-payments link.

(f) Agency Commission

- i) We will only pay agency commission to recognised agents booking the Guildhall on behalf of their clients. Commission will only be paid following settlement in full of all invoices relating to a booking.
- ii) We will pay commission of 8% on the net total **only** of room hire rates which relate to the final confirmed hours of hire of the booking, however can be flexible on increasing this if the booking is of a high value.
- iii) Agents must invoice us for the commission which is due, following the event taking place.

(e) Cancellations

- i) We may cancel your Booking at our absolute discretion, although this would normally be done in exceptional circumstances. If we cancel your Booking you will be entitled to a full refund of all of the pre-paid charges in respect of your Booking. No further compensation whatsoever shall be payable to you for loss or damage whatsoever suffered or to be suffered as a result of the cancellation. This applies to business and to non-business customers.
- ii) If you fail to pay an invoice by the due date prior to the date of your booking, you will be deemed to have cancelled the booking. This applies to non-business customers.
- iii) If you cancel your booking, either through your failure to pay an invoice by the due date (non-business customers) or for other reasons, you will be liable for a cancellation charge. Details of how we calculate this charge are set out in the table below. They apply to all customers.

GENERAL BOOKINGS	
Greater than 100 days (other than civil partnerships, weddings, receptions)	No charge
100-43 days	10% of room hire
42-22 days	50% of room hire
21-0 days	100% of room hire 100% of catering costs
Banqueting (Catered) Events	For cancellation of catered events up to 21 days before the event, we will negotiate a cancellation charge with the caterer.

(g) Proper use of the rooms

In applying to use the Venue you agree to:-

- use the accommodation as specified at the time of making your Booking;
- Adhere to 'The Smoke-free (Premises & Enforcement) Regulations 2006' which make it against the law to smoke in enclosed or substantially enclosed public spaces. Smoking is not permitted in any of the internal areas of the venue, on the front steps leading to the main entrance, on the Walton Room terrace or in the area outside The Courtyard.
- Abide by any reasonable requests made by us during the period of your Booking in respect of the use of the Venue by you and/or your guests.

(h) Health & Safety & Good order

In applying to use the Venue you agree to;

- That a written risk assessment is carried out by the Hirer if requested by the Guildhall.
- That the venue's Technical Specification document is followed.
- That Guildhall AV equipment is only operated by Guildhall staff, unless prior agreement has been made in the booking confirmation.
- That good order is maintained at all times by everyone attending your Event and to comply with our requests for the exclusion of anyone acting in a disorderly manner.
- That no unlawful betting, gaming or lotteries are allowed to take place.
- The proper care and supervision of children and young people.
- That you and/or your contractors take the necessary precautions to protect the health, safety, welfare and well-being of everyone attending your Event and that of any other users of the Venue in the building at the same time as your Event.
- That you do not make alterations to lighting, heating, seating, gangways, fixtures or fittings, stage equipment, AV equipment or curtains.
- That the designated exit ways are kept clear and unobstructed at all times.
- That you engage the services of our nominated security services company if we request you to do so.
- That you make no permanent/temporary fixings nor do you attempt to make any permanent/temporary fixings to any part of the building without prior permission.
- That you obtain our permission for any permanent/temporary fixings to any part of the building before placement. Any agreed fixings must be made by the use of "**White Tac**" only.
- Where provision of electrical equipment is supplied by or through the client a current "PAT" certificate (portable appliance test) must be produced for the duty manager.
- That smoke machines, incendiary devices, confetti canons or foil filled helium balloons are not used on the premises unless first agreed with the Guildhall Manager.

- That you do not put yourself or your guests at any risk of injury, whether intentional or not, by means of any dangerous physical activities.
- That no obvious damage, other than general wear and tear is made to the building by you or your guests during the hire period.
- Any clear damage or vandalism will be recorded and passed on as a direct cost to the Hirer. This cost may include a further admin charge.
- Ensure that nothing is done permitted or omitted contrary to any provision made by or under any statute in force at the time of the Booking.

(j) Events for young people

- I) Events which are organised primarily for young people (under 18 years of age) will only be permitted following detailed discussions with the Guildhall Management Team and may be subject to additional hiring conditions, which will be agreed in advance and set out in writing.
- II) Any hirer who provides activities for children must state this fact on booking and ensure a full risk assessment is carried out and supplied to the Guildhall prior to the event.
- III) **The Guildhall does not currently allow bookings for 18th Birthday Parties**

(k) Variations to your booking

Please note that for all Bookings and Events we reserve the right to:-

- allocate a different area to the one booked according to prevailing circumstances;
- terminate your Event in cases of unreasonable behaviour or wilful damage;
- request you to withdraw or cease any activity which puts you, your guests, the public, us or the premises at any risk;
- cancel the Booking if it becomes apparent that the nature or operation of the Booking or Event is not as declared to us at the time we accepted it;
- cancel / terminate any function that does not comply to current legislation, health & safety etc.;

SECTION 2

CATERING SERVICES

(a) General

- i) The Guildhall has preferred banqueting suppliers which provide all catering services at the Venue except in the case of The Courtyard.

- ii) Guildhall Winchester offers a comprehensive range of professional banqueting / event caterers (please ask for our list) who will provide a wide selection of menus from which to select the exact catering requirements suitable for your booking. Your choice of menu will then be served to all of your guests except those with any specific dietary requirements.
- iii) Our Sales team will administrate / deal with the banqueting requirements for your booking. Once you have chosen a selection or your preferred banqueting company from our list please contact our Sales team who will arrange a meeting with you & the preferred supplier(s). The Guildhall will act as administrator for the discussions ensuring the information is recorded correctly and copies provided to all parties once the meeting has finished.
- iv) Details of the banqueting services you have asked us to provide will be set out in your booking confirmation which we send to you and which you must sign and return to us. You must notify us of any errors or omissions. You will receive a new booking confirmation for signature with any changes or amendments you make prior to your Event.
- v) You cannot make any changes to the catering services we have been asked to provide at notice of less than 10 working days.
- vi) You must confirm the final numbers for catering purposes a minimum of 10 working days prior to the date of your booking. No adjustment to your final invoice can be made should final numbers decrease after that date.
- vii) In the interests of food safety, food provided by our approved banqueting supplier cannot be taken from the premises for later consumption.
- viii) Unless the circumstances are exceptional, in which case it must be agreed in writing in advance by us, you may not bring any food or drink of any type into the venue for consumption or resale to guests or to the public.
- ix) All catering refreshments delivered to events in the Guildhall may only be kept in situ for no more than 2 hours (hot food) and 4 hours (cold food)
- x) No catering supplied by the Guildhall or a preferred supplier may be taken off site by the customer at any time during or at the end of the event. This excludes wedding cakes, if brought on site by customers.

(b) Cancellation of Catering Services (Please also refer to Section 1, paragraph

- i) If you wish to cancel any of the catering services you have booked this must be done in writing at least 21 days before the date of the booking in order to avoid a cancellation charge
- ii) You will be liable for the costs of any additional and/or special catering services you have booked if the selected caterer has already incurred these costs.
- iii) You will be liable for 100% of the cost of the catering services you have ordered if you cancel your booking in the period 21 – 0 days before the date of your booking.

(c) Catering Services in The Courtyard

- i) You may provide your own catering for a booking in The Courtyard for a single payment of £50.00 (inclusive of VAT at the prevailing rate) excluding all other hire charges.

- ii) The payment allows access to the kitchen facilities including a dishwasher and large fridge.
- iii) No cutlery, crockery or table coverings are provided for self-catered events
- iv) The kitchen must be left in a clean and tidy condition, with all leftover food, containers & boxes removed. Before vacating, a member of the Guildhall staff must confirm that the kitchen has been left in a satisfactory condition.
- v) Neither the Guildhall nor our approved caterers accept any responsibility for catering services. The responsibility for catering to guests falls solely on the Hirer.
- vi) The Guildhall has the right to refuse services during the event, or make changes to the catering if there is any known risk to customers or staff.
- vii) The Guildhall reserves the right to refuse catering in this room or use of the kitchen for any reason.
- viii) Neither you nor your guests are permitted to serve alcoholic or soft drinks in The Courtyard. Bar provision and service is the responsibility of the Venue (section 3 refers)

SECTION 3

LICENSED BAR SERVICES

(a) General

- i) Guildhall Winchester is licensed to supply intoxicating liquors for consumption on the premises.
- ii) In line with our premises licence, no intoxicating and non-intoxicating drinks are to be brought onto the premises, without first written consent by the Guildhall sales team acting on behalf of the Venue's Designated Premises Supervisor.
- iii) No intoxicating and non-intoxicating drinks that have been brought from the Guildhall's licenced bars, can be taken off site without first written consent prior to the booking, by the Guildhall sales team acting on behalf of the Venue's Designated Premises Supervisor.
- iv) Fixed bars are located in the Wintonian Room, Walton Suite, eighteen 71 café and The Courtyard. Temporary mobile bars can be provided in other rooms for which we may make a charge.
- v) We operate all licensed bars within the Venue and reserve the exclusive right, during any bookings, to keep the bar open during hours normally permitted by the Premises Licence, or such later hours as may be permitted by the licensing authority under a temporary event notice. This includes The Courtyard when in use for a self-catered event.
- vi) All licenced bar products are decided by the Guildhall only, however we may be able to source specific products not on our stock list. In this case the Guildhall will charge the Hirer the total amount of stock at the full retail value, unless the product is sold in its entirety within a cash bar, during the event.
- vii) There is a minimum spend requirement of £400 (inclusive of VAT at the prevailing rate) for all licenced bars as part of your booking.

- viii) Corkage is agreed between the Guildhall and the client in advance of the booking at a fee of £10.00 for Wine, Fortified Wine & Sparkling Wine, £12.00 for Prosecco and £15.00 for Champagne.
- ix) The amount of bottles the client can bring in to the Guildhall under Corkage is agreed at the discretion of the Guildhall sales team. There must be written correspondence, prior to the event date, between the Guildhall and the client of how many bottles are 'expected' to be brought in.
- x) Guildhall staff will only monitor the amount of bottles consumed by the client and their guests if agreed within the booking confirmation signed before the event takes place.
The final consumption amount will be included in the final invoice to the client.
- xi) Subsequent bottles of Wine, Fortified Wine, Sparkling Wine and Champagne that are requested during the day, will be subject to Guildhall stock and usually invoiced to the Hirer post event.
- xii) Bar Tabs can be setup on all cash bars with two payment options;
 - a) A maximum amount is agreed with Guildhall sales staff at the time of booking, added to booking confirmation, and paid in full, in advance of the event, in line with our payment plan.
 - b) A tab is agreed on the day of the event with Guildhall Duty Management who will request a credit card, test the card for payment and then keep the card for the duration of the event. The full agreed tab will need to be paid before vacating your rooms.
- xiii) For all bookings the licensed bar services, when provided, shall cease one hour before you and your guests have to vacate the Venue. This allows for a 'drinking up' period and a further period for you and your guests to vacate the Venue.
- xiv) We reserve the right to close the bar at any time.
- xv) It is a condition of booking that you do not apply for a temporary event notice under the Licensing Act 2003 in respect of the venue without our first written consent by the Guildhall's Designated Premises Supervisor.

SECTION 4

PUBLIC LIABILITY INSURANCE

- i) We require all Hirers of the venue to have third party Public Liability Insurance to a minimum sum of £5 million. You must indemnify the Council against all costs claims expenses and proceedings arising from your own Booking and the activities associated with it and must maintain an insurance policy with a reputable company for £5 million for each and any claim.

- ii) The policy should indemnify Winchester City Council against any costs, claims, expenses or proceedings in respect of any damage caused to real or personal property and in respect of any personal injury or death to any person unless the Council is itself negligent.
- iii) You should also ensure that any contractor you use in connection with your Booking and the activities associated with it also maintains his/her own third party public liability insurance for the said risks up to and including £5 million for any/each individual claim.
- iv) The insurance policy/policies must be with a reputable company and the policy documents must be made available to prior to the date of your booking.
- v) If you are unable to provide your own third party Public Liability Insurance, non-business clients may be afforded cover from a specially negotiated Council policy for which you will pay £7.50 per £100 of the gross room hire cost of your Booking. This will be discussed with our sales team at the time of booking confirmation. Details of cover and conditions are available on request.

Please note that in any event, cover under the policy is not available for business use or use by political organisations, in which case users should ensure that they have their own cover in accordance with this Section 4 and produce details of such cover to the Council.

SECTION 5

PUBLICITY

(a) General

You should not commit yourself to any paid advertising, publicity or promotional campaigns prior to our confirmation that we have accepted your Booking.

(b) External publicity

Print

- i) The Guildhall reserves the right to refuse any advertising not pre-approved by Guildhall prior to the advert being made public, and thus we ask that communication is made prior to advertising an event so that a 'Advertising pack' with template adverts can be sent to you to use.
- ii) All advertising using the Guildhall logo but first be approved by the Guildhall prior to advertising the event.
- iii) We have various display boards in which we may be able to advertise on depending on other print that is being advertised at the same time. Please ensure this is discussed with the Sales team at the time of booking
- iv) **You may not hang banners, billboards** or similar advertising material from the front of the venue, without first written consent by the Sales team.
- iii) We may remove any publicity at any time.

- iv) **No “A” style boards** may be placed outside of the building. In line with the local policy, failure to comply with this may result in penalty notice / fine being issued to the event organiser.
- v) All advertising may incur a cost of £100 if admin time is required and timescale is event dependant and will be agreed with the sales team.

Online

- i) The Guildhall may be able to list your event on our website, however this is subject to conditions and does not include;
 - an event that have ticketed sales
 - an event which is of similar nature to another listed or planned booking
 - an event of a political nature
- ii) The Guildhall may be able to list/publicise your event on social media channels, however we reserve the right not to. Please speak with a member of sales staff when confirming the booking.
- iii) The Guildhall produces a monthly e-newsletter. Your event may be able to feature depending on certain conditions. Please discuss at the time of booking.
- iv) Online advertising on the website and the e-newsletter may incur a cost of £100 admin fee and timescale is event dependant and will be agreed with the sales team.

(c) Internal publicity

Digital screens

- i) The Guildhall has a number of digital screens which depending on certain conditions, may be able to be used for advertising your event. Please speak with the sales team on confirming the booking. This use will incur a single cost of £100
- ii) You must obtain our permission for any permanent/temporary fixings to any part of the building before placement. Any agreed fixings must be made by the use of “**White Tac**” only; Damage to walls following fixings being used as part of your event will incur a damage fee. See Section 1g.
- i) We have an external notice board which may be booked in advance for internal signage and these will incur a small charge of £50 per week. Timescale is dependant on diary which can be discussed with the sales team.

(d) Fly posting

Fly posting is not permitted under any circumstances, whether within the Winchester district or outside it. Directional/publicity signs can be provided by organisations such as the AA and RAC who will also obtain the necessary permission from the relevant highways authorities on your behalf.

Please note that third party public liability insurance is required for signs on the public highways.

SECTION 6**STAFFING**

- i) We will provide a minimum of two members of Guildhall staff at all times when the building is open.
- ii) Depending on the event risk assessment carried out by either the Hirer and/or the venue, there may be further staff on duty, however as hirer - You are responsible for providing sufficient adult attendants at your Event to ensure public order and safety in accordance with the following scale:-

No. of people attending	No. of attendants for a mixed age group event	No. of attendants for a mainly young persons event
Up to 25 people	1	2
Up to 250 people	4	14
For each further 250 people	1 extra	2 extra plus 1 for each exit

- iii) For certain types of events, Licensed Security will be required. In all cases, Guildhall Management reserves the right to decide whether the event requires licenced security and whether this is a cost to the Hirer.
- iv) Licensed security must at all times only be provided by the Guildhall, in line with the Guildhall's Security Policy and local licensing.
- v) The number of security personnel shall be determined in consultation with us and the company themselves but will be based on a risk assessment carried about by the Guildhall, and explained to you fully once details of the event have been finalised.
- vi) No other security company other than that of which the Guildhall arranges, can be booked without consent from The Guildhall Manager.
- vii) The Council reserves the right of its employees or agents to have at all times free and unimpeded entry to any part of the building, whether it is in use by the Hirer or not.
- viii) Any hirer who provides activities for children must state this fact on booking and ensure a full risk assessment is carried out and supplied to the Guildhall prior to the event, as stated in Section 1j.
- ix) The Hirer will comply at all times with all lawful instructions of:-

1. The Council acting through the Guildhall General Manager, authorised representatives or such other employees or agents duly authorised by the Council to control the running of Guildhall Winchester.
2. Police Officers.
3. Fire Officers.
4. The Health and Safety Officers of the Council.
5. The Environmental Health Officers of the Council

SECTION 7

MISCELLANEOUS

(a) PERMISSIONS & LICENCES, USE OF SOUND RECORDINGS, BROADCASTING & TELEVISION

- i) Hirers shall ensure that they in force all permissions and licences which may be required by law for the Event and to comply with any conditions which may be attached to any such permission or licence and in particular the Hirer shall not infringe:-
 - a) The public performance of copyright work (including the playing of live music and records).
 - b) Premises licences and conditions attached to those licences.
- ii) It is the responsibility of the Hirer to ensure that they have the consent of Phonographic Performance Limited for the public use of sound recordings as this may incur a licence charge. No broadcast or television performance, live or recorded, shall be made from Guildhall Winchester without the prior consent IN WRITING of the Council. Applications for such consent shall be made at least 14 days before the date of the proposed recording or transmission.

(b) Car Parking

- i) The Guildhall is a city centre venue, but provides as a small number of designated parking bays at the rear of the building, subject to maintenance of the building and other Council buildings at that time, as well as other events taking place at the same time as yours.
Please speak with the sales team at the time of booking.
- i) The Guildhall may be able reserve parking bays in a nearby car park on behalf of the client. Please ask the sales team at the time of booking
- ii) Any cars parked in the Guildhall Yard at the rear of the building within non Guildhall stated spaces, or indeed any location throughout the city which incur fixed penalty charges are the sole liability of the individual owner or Event booker.
- iii) The Guildhall Sales team will be able to provide you with details of the Winchester Park & Ride scheme or the many local public car parks which are available and FREE on certain days.

- iv) The Broadway area and car parking spaces directly outside the front of the Guildhall can be reserved in advance subject to Winchester City Council Parking office conditions and highway regulations. This is done via the parking office within the council <http://www.winchester.gov.uk/parking/>