

# Operations Manual & Conditions of Use

Jubilee  
Central

Thank you for booking your event at Jubilee Central. We look forward to welcoming you to our building and in the meantime please find some important information regarding use of our venue.

## The Organisation

Jubilee Central is run by Jubilee Church Hull, a Christian charity which has been working in the city since 2006. Hirers should be aware of and acknowledge the Christian ethos of the organisation. Applications for venue hire will be accepted only if the nature of the event is considered appropriate and not in contrast to the ethos of Jubilee Church. We reserve the right to refuse a booking.

## Statement - Grade II listed building

Jubilee Central is a Grade II Listed Building. A listed building, in the United Kingdom, is a building that has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest. The building may not be demolished, extended, or altered without special permission from the local planning authority.

With this in mind, clients and contractors should adhere to this statement and nothing may be affixed to the walls, ceilings, floors or pillars using nails, screws, drawing pins, tape or by any other means. Rigging is not permitted in the venue unless it is stand alone.

## Audio Visual Production

Jubilee has its own in-house AV system and a technician to operate equipment. This will be discussed and offered at time of booking. Whilst we recommend using our in-house technicians, we do allow external suppliers onsite providing the relevant documents and forms are signed in advance of your event (please see External Contractors / suppliers below).

If an external Production Company is used, a technical support fee of £150 will apply.

This fee will provide your chosen company with full support in the lead up to your event with all questions answered, helpful suggestions and recommendations provided as well as onsite support during install. This will ensure rules are adhered to and will prevent damage to the venue and inconvenience to your event and guests.

## Catering

A social enterprise called 'Full' is the in-house caterer at Jubilee Central. They offer a full range of menus and will be happy to meet with you prior to your event to discuss any aspect of your brief. All menus can be obtained on request.

External catering is only permitted should Full be unable to assist with your request and permission must be received from the Business and Operations Manager.

## Access Times

Access to the venue is permitted from the hours of 0800 through to 2300. This does not include vehicle access or licenses – please refer to Loading and license. Please refer to your event contract for specific instructions regarding access and clear time for your event.

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## Children

All hirers providing activities for children should have a safeguarding policy in place as appropriate. Sight of this may be requested at any time. Acceptance of our booking terms confirms that the appropriate safeguarding policy is in place. Please speak to the Business and Operations Manager prior to booking if you have any questions.

## Licence

Jubilee Church has the following licences through CCLI:

- Church Copyright Licence
- Church Video Licence
- PPL Church Licence
- PRS for Music Church Licence

We are able to host events without an entertainment licence if the following criteria is met:

- It takes place between 0800 and 2300
- The audience is no more than 500 people

If you do not meet these criteria, then you will need to discuss this with us prior to booking so we can apply for a Temporary Event Notice (TEN). Please note that if arrangements have been made for our caterers, 'Full' to provide a bar with alcoholic drinks then they will ensure a TEN is obtained.

## Event Capacities

It is the responsibility of the hirer to monitor the number of attendees at any event and numbers may not exceed the maximum capacities found below for each room or the maximum number specified on the Temporary Event Notice.

Room	Capacity
Main Auditorium	630
Queens Hall	120
Larkin Room	40
Waltham Room	30
Wesley Room	30

## Insurances and Liability

Copies of insurances and liability documents are available on request. In summary Jubilee Church Hull (owners of Jubilee Central) have the following arrangements in place;

Employers Liability – Limit of indemnity: £5,000,000 any one loss  
Public and Products Liability - £5,000,000

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Hirers must obtain any other insurance necessary for the activity for which they are hiring the premises. It is the hirer's sole responsibility to ensure that their insurance is suitable and adequate for the purpose of the hire.

## Health & Safety

Copies of food hygiene certificates, health & safety documentation, risk assessments are available on request to the Business and Operations Manager. Jubilee Central will have a trained first aider onsite for the operation hours of the event. All accidents should be reported to the Duty Manager.

## Fire

In the event of a fire a continuous alarm will sound. The fire assembly point will be the Albion Street Car Park. The Duty Manager and other members of the Jubilee staff will act as fire marshals in the event of an evacuation.

Copies of our fire risk assessment and fire evacuation plan are available on request.

## Haze Machines

Haze or mist machines are permitted in the venue, but we must be informed no later than 7 days prior to your event. A fire marshal will need to be present for the duration of the event where the machine is being used so detail will be asked about how and when it will be used.

## Noise

There can be no amplified music after 2300 and hirers are asked to make sure they are mindful of residents and businesses in the local area especially late at night.

## Cleaning

The venue will be provided in a clean state ready for the operational hours of your event. If additional cleaning is required during event hours please contact the Business and Operations Manager for further details.

## Rubbish

You will have access to a 1100L bin general waste bin and a 1100L recycling bin which you are able to use to dispose of rubbish generated as a result of your booking. If your event requires additional waste collection you will need to make your own arrangements for the appropriate disposal.

## Smoking

Smoking is not permitted anywhere inside the venue. Guests may smoke outside via the Waltham Street exit only and must use the smoking shelter provided. In this case, please ensure noise is kept to a minimum outside to avoid disruption to local businesses and residents.

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## Loading

Load in and load out – this is normally through Jubilee Central's car park on Waltham Street. This car park can be accessed by driving through Albion Street Car Park (HU1 3TG). If loading is required at the front of the building on King Edward Street, then access is permitted before 1100 and after 1600. When vans are unloading, this should be done as quickly as possible and then removed unless an arrangement for parking has been agreed as part of your event contract.

Loading in or out may only take place between the hours of 08.00 and 23.00. In addition, should the vehicle cause any internal or external damage, the cost of the repair to the area is to be met by the hirer. Jubilee will not enter into any negotiation with a third party on this matter and the responsibility lies directly with the hirer.

## On-Site Operations

On arrival you will be introduced to Duty Manager who will be your point of contact for the delivery of all aspects of the event at Jubilee Central.

## External Contractors / Suppliers and Indemnity Form

Jubilee allows external suppliers and contractors to work at the venue providing the relevant documents are submitted along with a signed indemnity form to the Business and Operations Manager in advance.

Documents include: Site specific Risk Assessments, Work Associated procedures, the layout, plans and construction of any displays, staging or sets.

## Supervision

The hirer must have someone responsible for the booking onsite at all times during the event and must not engage in any duties which prevent them from supervising their activity and must be contactable by the Duty Manager at all times.

## Ticket Office

Hirers are responsible for the selling of tickets for events at Jubilee Central. Hirers wishing to sell tickets on the door must ensure they have necessary insurance in place and Jubilee takes no responsibility for money left on site during or after the event.

## Security

If you require security staff for your event, then you are responsible for arranging this.

## Stewards

Stewards are required at every event to ensure the safety of your guests. The Duty Manager provided will be responsible for the stewards at each event. We require a ratio of 1 steward to every 50 attendees. Hirers are able to provide their own stewards but stewards must be present prior to event for a briefing by the Duty Manager. Jubilee can arrange stewards on your behalf at a cost of £12 per hour.

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## Hire Fee

All funds must be paid in full prior to the commencement of your event and details of payment can be found on your invoice.

## Photography

We shall have the right to take photographs before and during your event for our own publicity purposes and shall generally have the opportunity of publicising the venue name in connection with the event. Details of how we use any information collected can be found on our Privacy Notice which is available on request from the Business and Operations Manager.

## Complaints and fault reports

Any serious complaints or problems encountered whilst using the site should be put in writing and addressed to The Business and Operations Manager, Jubilee Church, 62 King Edward Street Hull.

Minor issues may be dealt with by completing a Safety Observation Card which will be given to you on arrival by the Duty Manager and returning to the Duty Manager as soon as possible so issues can be dealt with.

## Damage

The Hirer shall reimburse Jubilee Church, Hull for the cost of any repair or renewal of goods or damage done, to any part of the property or its contents during or as a result of the booking.

## Property

No property should be left or stored on site without prior permission. We cannot be held liable for any damage, loss or theft of any property. Should any property be found unattended, it should be brought to the attention of a staff member who will put it in the lost property box. If the property is not claimed after a period of time, we reserve the right to dispose of the property at the management's discretion.

Perishable goods, such as food and drink, must not be stored on site except with permission in the refrigerator or freezer. All perishable goods left otherwise will be disposed of.