



## **Conditions of hire for all Town Council buildings**

### **From April 2016 all bookings will be invoiced before an event or function takes place.**

- Enquiries by telephone or in person will not be regarded as an application for a booking. All applications must be accompanied by a booking form.
- A booking will not be taken until a booking form is received.

The person/persons or organisation booking Town Council Buildings undertake the following:

- **TO ENSURE THAT UNDER NO CIRCUMSTANCES** are fellow occupiers to be interrupted or disturbed during their sessions whilst using Town Council rooms or buildings. This is of the utmost importance as a lot of our hirers are from charities and their sessions can be very private.
- To ensure that the number of persons present in the building does not exceed the maximum numbers:

Castle Centre Meeting Room: 10-15 people

Castle Centre Hall: 100 people

Guildhall: 140 people in the Main Chamber

St Annes: 60 people

- Catering and catering supplies are not provided by the Town Council this includes tea and coffee. Facilities for making tea and coffee are provided. If the hirer wishes to provide catering, then they must do so from an external source.
- It is the hirer's responsibility to ensure that their contractors comply with hire conditions, including insurance and electrical equipment testing requirements.
- In the event of a fire or other emergency during your hiring it will be your responsibility to ensure appropriate action is taken to evacuate the premises, following instructions displayed in the premises.
- Smoking, including the use of e-cigarettes, is not permitted in any part of any of the Town Council buildings, and the hirer will ensure that this is enforced.
- The hirer agrees to pay to the council the full cost of making good any damage or losses caused by the hirer, to the floors, walls, doors, furniture, fittings, keys or any other part of the premises.
- The Town Council does not accept any liability for loss of, or damage to, any property belonging to the hirer.
- Use of Town Council Buildings is permitted entirely at the hirer's own risk. The Council will not be liable for any personal injury, or consequential loss to the hirer, otherwise than as a result of the defective condition of the building or its equipment, or the negligence of the Council.

- The hirer will indemnify the Town Council against all claims for infringement of copyright, or breach of legal licensing conditions.

### **Use of buildings**

- There is no parking on site, the nearest car parks being Bear Street, Queen Street or Cattle Market.
- The hirer must ensure that rooms are used for no longer than the length of time stated on the booking form.
- The hirer must remove from the rooms immediately after their use, any decorations placed therein. Any decoration not removed by the end of the first working day after the event will be disposed by the Council, and if deemed necessary the hirer will be charged.
- The hirer must ensure that no disturbance is caused to nearby residents, passers-by, the occupants of adjacent buildings or fellow occupants of the building they themselves are hiring.
- The hirer, or a representative of the hirer, must be on the premises at all times during the period of hire.
- The premises must be left in a clean and tidy condition after hire. All rubbish must be removed from site and crockery etc **washed and put away**. The Council will charge the hirer the full cost of any cleaning or other remedial work caused by failure to adhere to this condition.
- All entrances, exits and staircases must be kept clear at all times.
- The Town Council's buildings must not be used for a purpose other than that specified on the booking form.
- The sale of alcohol is not permitted inside or outside of Town Council buildings, except where a temporary event notice to enable the sale of alcohol has been obtained, and permission is granted by the Town Council.
- A-boards and notice boards are available to advertise hirer's events at the discretion of the Town Council. Advertising material must be provided by the hirers in hard copy. Events can also be advertised on the Town Council's website and social media sites.

### **Cancellation Policy**

- The hirer may cancel a booking, providing 48 hours' notice is given to the Town Council, prior to the start of booking, and receive a full refund of the booking fee.
- Cancellations made with less than 48 hours' notice will forfeit the hire fee.
- The Council reserves the right to cancel a booking during or prior to its occurrence if, in the opinion of the Council, it is likely to cause public alarm, distress or offence.
- The Council reserves the right to cancel a booking due to damage, power failure or similar unforeseen circumstances.
- The Council will refund the total hire fee in the case of the above two points occurring but will not accept any other liability for compensation.

### **Specific to St Annes Arts and Community Centre**

- A picture hanging system is provided in both rooms. Fixing any item or notice to the walls, doors, windows or any fitment of the building is not permitted.
- A-boards and a Notice Board are available to advertise hirers' events, if required. Suitable events can also be advertised on the Council's website.
- Interpretation boards, furniture and fittings must not be moved without the prior consent of the Town Council's Amenities & Property Manager; nor must any fittings such as thermostats, lighting consoles or sound systems, be altered at any time.
- Opening and locking of the building during office hours will mainly be provided by Town Council staff. The Town Council will provide a key when deemed appropriate, subject to a key holder's agreement being signed and an on-site briefing meeting being held with the hirer, prior to the booking.
- Folding tables and stacking chairs are available for use.
- There is limited vehicular access for deliveries to St Anne's, subject to permission from the church authorities. Loading and unloading are permitted for a short amount of time and then cars must be moved to a car park.
- There is no disabled access to St Anne's Arts and Community Centre.
- Free Wi-Fi is available to use at St Anne's Arts and Community Centre.
- **St Anne's Arts and Community Centre is a unique historical building; it is a Grade I listed building and we ask all hirers to bear this in mind and be respectful when using the building.**

### **Specific to The Guildhall**

- The Guildhall will be opened and closed by Town Council staff, under no circumstances will hirers be given keys to the building.
- There is a lift available for use at the Guildhall to access the main chamber. Please inform staff if you wish to use the lift prior to your booking.
- The Guildhall is licensed for weddings and civil ceremonies.
- Due to the historic nature of the building, no materials, floral displays or any other decorations may be fixed to any part of the building, internal or external, including furniture, walls and seating areas.
- **The Guildhall is a unique historical building; it is a Grade II\* listed building and we ask all hirers to bear this in mind and be respectful when using the building.**

### **Specific to the Castle Centre**

- Keys to the Castle Centre rooms are held in key code boxes on the premises. Once a completed booking form is received the key codes will be provided.
- **The key codes will be changed regularly.**

- Keys must be returned to the key code boxes once a room is vacated after a booking and locked up.
- All Castle Centre bookings need to be made prior to the use of any room, under no circumstances are the rooms to be used without a booking form being provided prior to the booking.
- Please be mindful of the offices in use above both the Hall and the Meeting Room.
- Wi-Fi is available to use at the Castle Centre Hall.

Any breach of these conditions, or failure to pay hire/other costs promptly, may result in the refusal of any further bookings.