



Conditions of hire for all Town Council buildings

All bookings will be invoiced before the event takes place.

Please note that enquiries by telephone or in person will not be regarded as an application for a booking. A booking will not be confirmed until a booking form is signed and payment received.

The person/persons or organisation hiring Town Council Buildings commit to undertake the following:

1. **To ensure that in 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.
2. To ensure that the number of persons present in the building does not exceed the maximum numbers:
 - a. Castle Centre Meeting Room: 10-15 people
 - b. Castle Centre Hall: 100 people
 - c. Guildhall: 140 people in the Main Chamber
 - d. St Johns Community Hall: 200 people
3. 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, they must do so from an external source.
4. It is the hirer's responsibility to ensure that their contractors comply with hire conditions, including insurance and electrical equipment testing requirements.
5. 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.
6. Smoking, including the use of e-cigarettes, is not permitted in any part of any Town Council buildings, and the hirer will ensure that this is enforced.
7. 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.
8. The Town Council does not accept any liability for loss of, or damage to, any property belonging to the hirer.

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

Use of the buildings

11. Regarding the Castle Centre and the Guildhall, there is no parking on site, the nearest car parks being Bear Street, Queen Street, or the Cattle Market. At St Johns Community Hall, parking can be found in the nearby supermarket grounds. None of these car parks are under the control of the Town Council and each will have their own terms and conditions.
12. The hirer must ensure that rooms are used for no longer than the length of time stated on the booking form.
13. 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.
14. 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.
15. The hirer, or a representative of the hirer, must be always on the premises during the period of hire.
16. 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 cleaning or other remedial work caused by failure to adhere to this condition.
17. All entrances, exits and staircases must be always kept clear.
18. The Town Council's buildings must not be used for a purpose other than that specified on the booking form.
19. 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.
20. 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

21. The hirer may cancel a booking, providing 48 hours notice during the working week (Monday to Friday) is given to the Town Council, prior to the start of the booking, and receive a full refund of the hire fee.
22. Cancellations made with less than 48 hours notice will forfeit the hire fee.
23. The Town Council reserves the right to cancel a booking during or prior to its occurrence if, in the opinion of the Town Council, it is likely to cause public alarm, distress or offence.
24. The Town Council reserves the right to cancel a booking due to damage, power failure or similar unforeseen circumstances.

25. The Town Council will refund the total hire fee in case of cancelling a booking due to damage, power failure or similar unforeseen circumstances occurring but will not accept any liability for compensation.

Specific to the Guildhall

26. The Guildhall will be opened and closed by Town Council staff, under no circumstances will hirers be given keys to the building.
27. 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.
28. The Guildhall is licensed for weddings and civil ceremonies.
29. 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.
30. **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

31. Keys to the Castle Centre must be obtained from Barum House prior to your event and returned to Barum House once your event has ended and the Castle Centre is vacated and locked up.
32. All Castle Centre bookings need to be made prior to the use of any room, under no circumstances are rooms to be used without a booking form being provided prior to the date of the event.
33. Please be mindful of the offices in use above both the Hall and the Meeting Room.
34. Wi-Fi is available to use at the Castle Centre.

Specific to St Johns Community Hall

35. Keys to St Johns Community Hall must be obtained from Barum House prior to your event and returned to Barum House once your event has ended and St Johns Community Hall is vacated and locked up.