

## TERMS AND CONDITIONS

- 1 Every hirer has the obligation to conduct a Health and Safety assessment for their event. It is also the responsibility of the hirer to ensure they have adequate public liability insurance cover.
- 2 All hirers must complete a booking form and return it to the Town Hall or Information Centre.
- 3 The Council reserves the right to refuse a hirer's application and such decisions are final.
- 4 The Council reserves the right to cancel a booking and upon cancellation any payments made by the hirer will be refunded.
- 5 The setting out and packing away of furniture, ie tables, chairs, shall be the responsibility of the hirer. All hirers must ensure cutlery and crockery is thoroughly cleaned after use.
- 6 Should, at any time during the hire period, damage be caused to the building, its furnishings, fittings or equipment, the hirer shall be held responsible for the cost of making good such damage.
- 7 Hirers must ensure that the building is left reasonably clean and in a tidy condition. The cost of extra cleaning required as a result of the hirer leaving the building in an unreasonable condition will be the responsibility of the hirer.
- 8 The hirer must ensure that any bottles or glasses are disposed of. There are recycling facilities at the top of the car park.
- 9 **The Town Council holds a premises licence for the sale of alcohol & entertainments which ceases at midnight on any night and the building must be vacated by 1 am.**
- 10 **For the sale of alcohol a Written Permission Notice must be obtained from the Town Council. Please ask for details and complete the form.**
- 11 **Hirers shall at all times ensure adequate supervision of functions.**
- 12 The hirer shall not assign, transfer, or sub-let the hiring without the previous written consent of the Town Council.
- 13 **NO SMOKING POLICY IN THE BUILDING.** It is the responsibility of the organiser of any event to ensure that the no smoking laws are upheld during their event.
- 14 It is the responsibility of the hirer to ensure that they are aware of the operating instructions for any item of kitchen equipment. Any damage caused by mis-handling or misuse of equipment is the responsibility of the hirer.
15. Hirers must leave the kitchen in a clean and useable condition after use. Any costs of additional cleaning to restore the kitchen to this condition shall be passed to the hirer.
16. The lift is only intended for carrying passengers and no warranty is given that it is capable of transporting items of freight or equipment. If hirers choose to use it for the carriage of light freight or equipment, they do so entirely at their own risk. In the event of damage to the lift caused by misuse the cost of rectification will be borne by the hirer.