

## Marlborough Town Hall

### Conditions of Hire

#### General

- The hirer must complete and sign a booking form as confirmation of hire and acceptance of these conditions.
- The person signing the booking form is deemed to be the hirer.
- The hirer is responsible for ensuring compliance with these conditions.
- The hirer will be held responsible for loss or damage to Council property during the hire period and will be charged.
- The hirer must not sub-let the hiring.
- Provisional bookings will be held for 14 days.
- Bookings will only be accepted from applicants of 18 years or older.
- The Town Council reserves the right to refuse any application for hiring at its discretion and is under no obligation to give a reason for doing so.
- The Town Council reserves a right of entry for its officers or authorised members into the rooms hired, during the hiring.
- The Town Council Officer on duty at the time, has the authority to stop a function if he/she believes that it is inadequately controlled or there is a likelihood of damage or disorder taking place.
- Please let us know if you'd like us to list your event on our website and/or social media channels

If you wish to advertise your event with posters or banners other than at the Town Hall, you must contact WILTSHIRE COUNCIL for permission – [nothernhighways@wiltshire.gov.uk](mailto:nothernhighways@wiltshire.gov.uk) - 0300 456 0100.

#### Deposits, Cancellations & Charges

- 50% of the full hire charge must be paid at the time of booking.
- The balance must be paid prior to the event taking place.
- Where a booking is made less than a month before the hire date, the full amount must be paid at the time of booking.
- If the hire is cancelled less than 6 weeks before the hire date, the 50% deposit will be retained by the Town Council.
- If the hire is cancelled less than one month before the hire date, the hirer will be liable to pay the full cost of the booking.
- A damage bond of £200 will automatically be added to the booking cost for hirings which involve the sale of alcohol.
- The damage bond will be returned after the function, provided that no damage, extra cleaning or other incidents involving financial loss to the Council have occurred.
- In the case of loss or damage or where excessive cleaning is required an agreed amount will be retained by the Town Council to cover costs incurred.
- If the costs exceed the £200 damage bond an additional invoice will be issued to the hirer for payment.
- Prices quoted, where applicable, are inclusive of VAT at the appropriate rate.
- The Town Council reserves the right to cancel any booking in the event of a Parliamentary, European, Unitary or Town Council election or referendum or special civic or Town Council purpose.

#### Room Sizes & Limits

The maximum occupancy of each room has been established in accordance with the requirements of the Town Council's Premises Licence and current Fire Regulations, as follows:

	<b>Court Room</b>	<b>Assembly Room</b>
<b>For functions with tables and chairs</b>	125	185
<b>For a standing audience</b>	150	290
<b>For a seated audience</b>	100	200

*Overall occupancy when the whole building is hired must never exceed 350 persons.*

**PLEASE NOTE** – in cases where additional equipment or furniture is required in the rooms to be hired e.g. staging, a band etc. the numbers of people permitted will be adjusted accordingly to ensure compliance. Please discuss any additional arrangements such as this prior to booking. The hirer is responsible for ensuring that these limits are not exceeded.

#### Hire Times

The Town Hall is licenced between the following hours:

- Monday – Thursday 09.00hrs – 00.00hrs
- Friday 09.00hrs - 01.00hrs
- Saturday 09.00hrs – 00.00hrs
- Sundays & Bank Holidays 09.00hrs – 22.30hrs

## **Fire & Emergency**

- The hirer will be responsible for ensuring the orderly evacuation of the building should an emergency arise. Occupants should be moved out of the building to a position of safety; the recommended area being the wide area of pavement (locally known as 'the bulge') in front of The White Horse Book Shop.
- In the event of an emergency the lifts **MUST NOT BE USED**.
- It is the responsibility of the hirer to familiarise themselves with the location of the emergency exits and fire extinguishers. The Town Hall Caretaker will be available to answer any questions in advance of the hire.
- It is the responsibility of the hirer to ensure that all passageways, stairways and exits are always kept clear and free from obstruction during the hire period.
- The hirer will be issued with a Fire Evacuation Procedure prior to the start of the event.

## **Security**

- The hirer must ensure the building is secure during periods of hire.
- It is the responsibility of the hirer to employ Security Industry Authority (SIA) trained door staff to supervise events which involve the consumption of alcohol. Details of local companies can be supplied on request.

## **Insurance**

- Commercial hirers will be required to produce evidence of Public Liability Insurance on booking.

## **Smoking**

- Smoking and vaping is not permitted anywhere within the building.

## **Cleaning**

- The hirer must ensure that the rooms hired are left in a clean condition.
- In cases where the event finishes late at night, the hirer has the option to either clear and remove all personal items and surface rubbish before they leave, or book additional hours in the morning to do so. Please note additional charges will apply. These arrangements need to be confirmed at the time of booking.
- It is the responsibility of the hirer to remove all waste from the premises at the end of the hire period.

## **Alcohol & Catering**

- The Town Hall is a licenced premises and as such is required to comply with the Premises Licence conditions issued by Wiltshire Council.
- The Town Hall bar is included within the hire charge as a structure only. The Town Council do not stock or run bars for functions.
- If alcohol is being sold on the premises there must be a Personal Licence Holder present to oversee the sale, or the hirer must apply for a Temporary Event Notice Licence (TEN) issued by Wiltshire Council a copy of which must be provided to Marlborough Town Council prior to the booking date.
- The use of the kitchens is also included within the hire charge, however the hirer must supply their own crockery/cutlery etc.
- The use of Deep Fat Fryers is prohibited in the Town Hall

## **Lost Property**

- The Town Council accepts no responsibility for any articles or property lost during hiring of the Town Hall. Any articles found by the caretaker on inspection of the premises will be taken to the Town Council offices for collection.

## **Accessibility**

- There is unaided disabled access to the Court Room.
- There is assisted disabled access to the building via the side entrance.
- The building has a lift providing access to the first floor and a platform lift between levels on the ground floor.
- There is a hearing loop on the first floor.

## **Liability**

- The Town Council shall not be liable for damage to property or injury or death to persons which shall occur during the period of hire, provided any such incident does not arise out of negligence on the part of the Council or its agents, or from any defects of the building.

## **Additional Conditions**

- It is the responsibility of the hirer to ensure that noise/music is kept to a reasonable and acceptable level and that guests always behave in an orderly way.
- Nails or pins, tape or similar fixings must not be used to secure items to the walls. Any items attached to the fabric of the building must not damage the decoration.
- The use of candles or any other naked flame is not permitted (with the exception of tea lights).
- The use of foam and bubble machines are not permitted.
- The hirer must seek permission at the time of booking regarding the display of advertising on or around the premises.