

APPLICATION FOR HIRE OF GUILD HALL

(charities and community groups)

Contact Name	
Organisation	
Address	
Email	
Telephone	
Date of hire	
Details of event <i>(Please include details of any specific seating layout or additional requirements)</i>	

All prices include VAT

Facilities required Monday to Friday	From	To	Price
Council Chamber 9am until 5pm			£14 / hour
Council Chamber 5pm until 9pm			£16 / hour
Mayor's Parlour 9am until 1pm			£4.50 / hour
Mayor's Parlour 1pm until 9pm			£4.50 / hour
TOTAL HIRE FEE			£

Do you hold public liability insurance?

If so, please supply evidence of your insurance cover when submitting your booking form.

- *Duration of hire must include preparation and clearing up time.*
- *Disabled access is limited - please ask for details when booking.*

Terms and Conditions

- 1** Fees are charged by the hour The hire period must include your set-up and clear-up times.
- 2** Full payment is due at least 14 days prior to the hire date. Bookings less than 28 days prior to the hire date require payment in full at the time of booking.
- 4** Please ensure all facilities are left clean and tidy. If the Town Hall is left in an unsatisfactory state after your use, you may be charged a fee in respect of loss, damage or additional cleaning. Please report any damage or breakages.
- 5** Opening and closing of the premises will be undertaken by Town Hall staff. All bookings must end by 21.00 hrs. The hirer must remain on the premises until a member of Town Council staff attends to lock up.
- 6** Lydd Town Council reserves the right to gain admission (without charge) during any hire period for the purpose of inspecting the premises.
- 7** You agree to indemnify Lydd Town Council against any actions, costs or claims arising out of your use of the building. You must ensure that you have any necessary licences or insurance appropriate to your use of the premises.
- 8** The Guild Hall does not have a licence to sell alcohol.
- 9** Facilities included in the hire are the chamber, tables and chairs.
- 11** All refuse must be removed from the premises by the hirer.
- 12** The maximum capacity of the premises is no more than 60 people
- 13 Disabled access to the Guild Hall is limited.** Access to the main chamber is via stairs with a stair lift and access to the Mayor's Parlour and toilets are on the ground floor.
- 14** Nothing may be fixed to the interior or exterior of the building, nor its fixtures and fittings
- 15** No naked flames or candles are permitted. No smoking or vaping is allowed anywhere on the premises.
- 16** You must nominate a 'competent person' to take charge in case of Fire who will be responsible for ensuring that everyone in the Hall can escape unimpeded through the Fire Exits and assemble outside at the nominated assembly area. 'Competent persons' must make themselves familiar with the location of the emergency exits, fire extinguishers and instructions for their use.
- 17** A first aid kit is located in the downstairs corridor
- 18** No responsibility whatsoever can be taken for any 'personal' items left on the premises or any damage caused by them to the premises or any misuse of them by others.
- 19** Lydd Town Council reserves the right to refuse bookings from organisations or individuals it considers do not uphold its own democratic and non-discriminatory principles.

Declaration by hirer

I have carefully read and understood all conditions for the use of Lydd Guild Hall and agree to abide by them. I understand that I will be responsible for the first £50 of any insurance claim brought about as a result of this hire.

Signed: _____ Date: _____

For office use only

Public liability insurance confirmed (where applicable)

Hire approved

Invoice details		
Deposit paid	£	Date:
Balance paid	£	Date:

Notes: