

LYDD TOWN COUNCIL

Guild Hall  
 13 High Street  
 Lydd  
 ROMNEY MARSH  
 Kent  
 TN29 9AF  
 01797 320999

**APPLICATION FOR HIRE OF GUILD HALL**  
 (Commercial & Private Individuals)

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	From	To	Price
<b>Monday to Friday</b>			
Council Chamber 9am until 5pm			£26 / hour
Council Chamber 5pm until 9pm			£32 / hour
Mayor's Parlour 9am until 1pm			£9 / hour
Mayor's Parlour 1pm until 9pm			£15 / 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: \_\_\_\_\_

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**For office use only**

Public liability insurance confirmed (where applicable)

Hire approved

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

Notes:

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 13 High Street  
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**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			£

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Notes:

Guild Hall 01/2024

Reference Element	Description	Construction	Condition	Repairs required	Date due	Comment	Risk assessment
1.01 Chimneys	There are three main roof chimneys, one on the right hand party wall, the other two on the rear elevation.	Brick chimneys, chimney pots to the party wall chimney and flue terminals to the rear chimneys. Lead flashings to the junctions with the roof tiles.	Fair The pointing to the chimneys is weathered. The brickwork was also replaced. No obvious cracking.	Repoint areas of failed pointing. Replace failed bricks. Repairs, refuting and replacing of the lead flashings.	Medium term	The flue to the rear left hand chimney may be in a material that contains asbestos. Large areas could not be seen. Defects may exist to these concealed areas.	
1.02 Roof coverings	There are numerous roofs. The main roof, the rear first floor roof, the staircase roof, the rear office pitched roof and the rear extension flat roofs.	The main roof is covered with clay tiles. The rear exit door has a clay tile covering. There are lead flashings to the junction of the left hand parapet wall and the roof tiles. The staircase roof has a slate covering. The rear office roof is covered with clay tiles. The rear extension roof is covered with bituminous felt.	Poor The tiles to the main roof and rear exit roof are in place.  Some moss was present on the main roof slope. The slates to the staircase roof were in place. The tiles to the rear offices were in place. Ridge and hip tiles were in place.	There is a lifted lead flashing to the staircase roof and staining to the ceiling plaster internally. Fair The removal of the moss, reboxng loose and slipped tiles, replacing broken tiles. Repointing ridge and hip tiles. Refixing flashings. Repoint verge tiles.	Urgent. The lead flashing should be refixed as soon as possible. The condition of the unseen roof areas should be confirmed at the same time. The removal of the moss and roof tile repairs are less urgent and should be carried out when the external areas are next redecorated. The covering to the rear first floor exit will need some repair and maintenance in the	There was a limited view of the front main roof slope and left hand parts of the rear main roof slope could not be seen. The rear first floor exit roof covering could not be seen. The left hand slopes of the staircase and office roofs could not be seen. Most of the felt flat roofs coverings could not be seen.  The covering to the rear first floor exit will need some repair and maintenance in the	

1.03 Rainwater goods	<p>Cast iron gutters and downpipes to the main roof.</p> <p>Plastic gutters to the staircase and rear office roof eaves.</p> <p>Plastic gutters to the rear extension flat roofs.</p>	<p>Cast iron eaves gutters and round downpipes to the main roof.</p> <p>Plastic half round gutters and downpipes to the rear pitched roofs.</p> <p>Plastic gutters and downpipes to the rear flat roofs.</p>	<p>Poor</p> <p>Detached section of gutter to the rear of the chimney to the main roof.</p> <p>Rusting and falling decorations to the cast iron sections</p> <p>Missing gutter and downpipe to the rear exit pitched roof.</p>	<p>Refix detached guttering, replace missing guttering. Repair all joints, prime and decorate the cast iron gutters and downpipes.</p> <p>General maintenance requires all the gutters and downpipes to the cleared of leaves and other debris annually, in the autumn or winter. To check the joints, falls and fittings, to ensure the system operated</p>	<p>Urgent the detached gutter is potentially dangerous and should be refixed as soon as possible.</p> <p>The condition of the unseen gutters and downpipes to be confirmed as soon as possible.</p>	<p>The guttering to the left hand roof eaves could not be seen.</p>
1.04 Main walls	Brick walls	<p>Solid brickwork to the front original part of the building. There is a plaster cornice to the front eaves. The wall has been supported with metal ties, fixed at eaves level.</p> <p>Windows and the doors have brick arches. (These may have timber linings behind them). There are two render band courses and a brick paint at ground level. Cavity brickwork to the rear office area and flat roof extension.</p> <p>Cavity brick walls</p>	<p>Fair</p> <p>Cracks to the left hand ground floor window arch. (This may be within the demise of the adjoining property)</p> <p>Some weathered and failed bricks and pointing.</p> <p>The decorations to the cornice and band courses are aged.</p>	<p>Repoint the cracked brick joints.</p> <p>General repair to replace failed bricks and to repoint defective areas.</p> <p>Repair and repoint the plaster and render and redecorate.</p> <p>Brick repairs and repointing</p>	<p>Medium term</p> <p>Long term</p>	<p>There is a flying freehold. The first floor council room extends over the ground floor area of the adjoining left hand building.</p> <p>Please note our comments on dampness and timber decay.</p>



1.05 Windows	Timber framed windows.	Paint covered, double hung sash windows to the main front area and office areas. Paint covered, timber framed fixed lights and casements to the front part of the rear extension. UPVC framed and double glazed windows to the	Fair Some missing putties, some rotten areas and some falling decorations.	Replace the missing putties, Repair rotten areas and prepregs and redecorate all the windows.	Immediate	The failed decorations will increase the risk of timber decay. The timber used for the rear extension windows is of a poorer quality than those to the other areas of the property.
1.06 External doors	Timber doors	Painted timber framed doors with glazed panels.	Fair Falling and damaged decorations. Some rot is likely to be present.	Repair and redecorate the doors. Make good falling putties.	Immediate	The failed decorations will increase the risk of timber decay. The timber used for the rear extension windows is of a poorer quality than those to the other areas of the property.
1.07 Other joinery	Weatherboarding. Fascia boards.	Timber weatherboarding to the rear extension walls. Timber fascia boards to the eaves of the pitched roofs.	Fair Some falling decorations and decay to some areas.	Repair and redecorate the timber.	Immediate	The failed decorations will increase the risk of timber decay. The timber used for the rear extension windows is of a poorer quality than those to the other areas of the property.

1.08	Roof structure	Not seen		The condition should be confirmed. Access hatches will need to be provided.			Bees are thought to swarm in the roof space over the staircase. Further investigations are required.  The slate covered staircase roof is reported to have little support. Further investigations on the roof structure are required to confirm the construction and condition. The cost is for the		
1.09	Ceilings	Painted plaster		Fair Some damp stains to the first floor landing ceiling. Decorations aging.	Prepare, repair and redecorate the ceilings.	Medium term			
1.1	Internal walls	Painted plastered walls.		Fair Failed plaster and decorations to the right hand flank wall, at the base of the staircase. Failed decorations to the side of the public front door. Failed decorations to the front reception room. Damp stains to the flank wall of the first floor landing.	Repair the sources of the dampness, allow the walls to dry and prepare dry and decorate.	Medium term	The walls will take some time to dry, once the sources of the dampness have been found and repairs carried out.		

1.11 Floors	Solid and timber floors.	Suspended timber to the front office rooms. Solid floors to the other ground floor areas. Suspended timber floor to the first floor.	Some bounce to the front office floors. The risk of these floors is high, because of the high damp levels and limited ventilation to the void under the floor structure. Solid floor areas.	Repairs to the rotten timber floor structure.	Immediate	The condition of the floor structure will require some floorboards to be removed. Repairs or possibly replacement of the floor structure may be required. The cost is for the investigations only.
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