

CONDITIONS FOR USE OF THE TOWN HALL

1. **Bookings**

All bookings must be by written application to the Town Clerk stating name and address of Organisers and the exact purpose of the intended use.

2. **Posters**

Posters or notices must not be affixed to any part of the Town Hall or Undercroft or to the columns, but free standing posters may be placed in the Undercroft during the event, as long as they do not cause any obstruction. Any damage caused by unauthorized fly posting will be charged for.

3. **Licences**

No music or dancing may take place inside the premises; if alcoholic drinks are to be served against any kind of payment, an Occasional Licence may be required (refer to Shepway District Council, Castle Hill Avenue, Folkestone) unless an appropriately licensed caterer is used.

Special activities such as Lotteries or cash collections require special consent (refer to Secretary and Solicitor's Department, Shepway District Council).

Organisers must verify in advance whether any other permissions of Licences are required by reason of the proposed activity.

4. **Interior**

The Town Hall Chamber is strictly a No Smoking Zone and naked flames (i.e. candles) are also strictly forbidden.

All hirers of Town Council property are responsible for ensuring that all electronic and electrical equipment brought in for use has been PAT tested on an annual and up-to-date basis.

Prior permission is required for the use of electrical apparatus other than that already in the Hall.

Tables must be covered if anything is to be placed on them which could cause damage.

The use of crockery can be arranged by prior application and must be left in a clean condition. Organisers must accept responsibility for any loss or damage.

5. Organisers will be expected to take all necessary measures to ensure that the event is carried out in an orderly fashion and that no danger, nuisance or annoyance will be caused; that all items brought in for the event are removed from the premises at termination and that the Hall is left in a clean and tidy condition.

6. Organisers will be held liable for any damage occurring to the building or its contents.

7. **Access**

Access at the time booked will be made available by the Caretaker, who must be notified at the end of each event in order to secure the premises.

Your notice is drawn to items 4 and 5 of these conditions and especially with reference to the use of the tables. It is suggested that proper covering be provided by the user for any tables used in the Town Hall and the Caretaker will check the property and contents before and after use and any damage will be charged to the Organisation using the Town Hall for that occasion.

8. **Security**

The alarm system must be set and operating whenever the building is unoccupied. The Caretaker will deal with this in the presence of the hirer at the end of the event. Two people, one representative from the hirer and one from Hythe Town Council, must be present when the building is secured after each event.

During private meetings, not open to the public, it is recommended that the Town Hall front doors should be secured, using the security chain, to prevent unauthorised access.

9. When the Town Hall is in use the security CCTV system must be switched on and operating in the record mode. Instructions for use of the CCTV system are with the equipment.

Users are recommended to ensure they have a mobile phone for internal use if they require it.

Fire evacuation procedures

Fire evacuation notices and fire exit signs are clearly displayed. Please ensure that you are familiar with the location of the fire extinguishers at the commencement of the event. Please note that the emergency exit is via the external fire escape in the kitchen. **The assembly point for evacuation is Hythe Town Square.**

10. **Indemnity**

In good time before the event the Organisers must give Hythe Town Council, in writing, a full indemnity of £5,000,000 against all costs, claims or demand which may be made against the Town Council, by reason of, or arising from, or connected with their use of the Town Hall. Users/Contractors on Town Council property should provide their own risk assessments for submission to the Town Council.

11. **Stairlift Operation**

The hirers of the Town Hall to be responsible for providing an attendant of the stairlift during the letting period. The Town Hall Caretaker to give instruction on its operation in advance.

Emergency only contact number: Caretaker – 07824 902 765

On behalf of the Organisers I have read and agree the above Conditions.

Signed

Dated

on behalf of (Organisation)