

CONDITIONS FOR USE OF THE TOWN HALL UNDERCROFT

1. **Booking**
All bookings must be by written application to The Town Clerk stating name and address of Organisers and exact purpose of intended use.
2. **Poster**
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, so long as they do not cause any obstruction.
3. **Licences**
If alcoholic drinks are to be served against any kind of payment, an Occasional Licence may be required (refer to Clerk to the Justices, Law Courts, 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. 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 Town Hall Undercroft is left in a clean and tidy condition.
5. Organisers will be held liable for any damage occurring to the building.
6. That 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.
7. **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 Undercroft.

Users/Contractors on Town Council property should provide their own risk assessments for submission to the Town Council.

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

Signed Dated

on behalf of..... (Organisation)