

UPPINGHAM TOWN COUNCIL

THE TOWN HALL, HIGH STREET EAST, UPPINGHAM, RUTLAND LE15 9PY

Town Clerk:
Susan Awcock

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TOWN HALL CONDITIONS OF HIRE

I am authorised by Uppingham Town Council to inform you that your application for the use of the Hall is approved, on the following conditions, which must be strictly observed.

1. **For private parties with a licensed bar a £150 cash deposit is required. The premises must be vacated at the end of the period for which the booking is made. An appropriate amount of time for tidying the Hall should be allowed within the hours for which the hall is booked. If Hirers run overtime an automatic surcharge of £50.00 would be deducted from the deposit. The Hall premises must be left in clean and tidy condition. Rubbish must be removed from the Town Hall. Plastic bottles, glass bottles and paper to be recycled. Failure to do so could result in a surcharge to be deducted from the deposit.**
2. For parties without a licensed bar a £100 cash deposit is required.
3. Hirers are responsible for the good behaviour of the people attending their functions and the **Council insist on the provision of six stewards** to maintain order on the occasions when the bar is operated, **(a copy of the occasional licence should be displayed).**
4. The Council reserves the right to stop any entertainment or meeting not properly conducted.
5. The hirers must pay for any damage or loss of whatever kind, done to the building or other property of the Council, when the Council assesses such loss. The Council's representative must approve suspended forms of decoration from the light fittings or ceiling. The use of adhesive material, stapling machines and drawing pins when decorating is strictly forbidden.
6. No additional lights or extensions from the existing electrical fittings shall be used without the consent of the Council.
7. All fire exits, corridors and main foyer must be kept clear at all times.
8. Fire appliances must not be removed.
9. Noise must be kept to a reasonable level.
10. This booking is conditional upon the payment of the full amount of the cost of the booking, which must be made to me within seven days of the receipt of this letter, together with the attached slip, in order to ensure the booking.
11. 50% of the booking fee will be retained for cancellations received later than 14 days prior to the booking.
12. A First Aid Kit must be supplied by the hirer. Should any accident occur within the hire period in the Hall, the accident book (located in the foyer) must be completed.
13. No candles to be used at any time in the Town Hall.
14. Hirers are reminded that it is illegal to display any advertising posters in the Town. Failure to abide by this may result in prosecution.
15. Failure to adhere to the Smoke free premises regulations will result in the function being terminated.
16. Consideration to refuse the re-hire of the Hall to Hirers who do not comply with the conditions.