

SUDBURY TOWN COUNCIL



HIRE OF SUDBURY TOWN HALL
SCALE OF HIRE CHARGES FROM JUNE 2020

<u>HIRING OF FIRST FLOOR ROOMS WITH ENTRANCE THROUGH GAOL LANE GATES</u>	<u>CHARGES</u>	
	<u>SATURDAY & EVENINGS</u>	<u>MIDWEEK (9AM - 5PM)</u>
a) ASSEMBLY ROOM/TOILETS For non commercial hiring's of a private nature for Which no charge is made for admittance or Attendance e.g. Wedding Receptions, Private Functions, Parties or Meetings.	£22 per hour	£16.50 per hour
		<u>SUNDAY</u> £32 per hour
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b) ASSEMBLY ROOM/TOILETS For commercial hiring's or for hiring's for which Admittance or attendance charge is made E.g. Dances, Dinner Dances, Banquets, Exhibitions and Conferences.	<u>SATURDAY & EVENINGS</u> £32 per hour	<u>MIDWEEK (9AM – 5PM)</u> £27 per hour
		<u>SUNDAY</u> £43 per hour
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<u>CHARITIES/ORGANISATIONS</u>		
<u>HIRING OF FIRST FLOOR ROOMS WITH ENTRANCE THROUGH GAOL LANE GATES</u>	<u>SATURDAY & EVENINGS</u>	<u>MIDWEEK (9AM – 5PM)</u>
ASSEMBLY ROOM/TOILETS For Dinner Dances, Dances, Coffee Mornings, Fairs Exhibitions and Conferences etc.	£16 per hour	£11 per hour
		<u>SUNDAY</u> £32 per hour
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HIRE OF KITCHEN This includes hire of Urn/Cups & Saucers		£32 per hire

ALL PRICES ARE SUBJECT TO VAT

ALL HIRE FEES MUST BE PAID IN FULL AT LEAST FOURTEEN DAYS PRIOR TO THE HIRE BEING TAKEN UP.

- 1) **THE MAYOR'S PARLOUR IS NOT INCLUDED IN ANY HIRE.**
- 2) Charges for special or extraordinary hiring's - i.e. Trade Shows, Horticultural Shows etc., to be fixed on application to the Council.
- 3) All lettings of the Town Hall are governed by the Rules made by the Town Council from time to time and your attention is respectfully drawn to the main conditions of hire printed overleaf.

SUDBURY TOWN COUNCIL
CONDITIONS FOR THE USE OF SUDBURY TOWN HALL

IT IS AGAINST THE LAW TO SMOKE IN SUDBURY TOWN HALL

1. Hire Charges must be paid in full at least 14 days before the hire is taken up.
2. **The Town Council reserves the right to cancel any bookings of the hall or any part thereof if they are required for any official or like purpose.**
3. The council shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the premises during the hiring or for any loss due to any breakdown of machinery, failure of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Council against any claim in respect of any loss, damage or injury which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring.
4. **SMOKING IS NOT PERMITTED ANYWHERE WITHIN THE TOWN HALL. ANYONE FOUND NOT ADHERING TO THIS REGULATION WILL BE ASKED TO LEAVE THE PREMISES. Naked flames (candles, tea lights etc.) are not permitted on the premises.**
5. **The hirer will be instructed in fire safety matters prior to the event. The hirer is required to make a fire safety announcement at the commencement of the event. Council staff on duty will have been trained in the use of fire extinguishers.**
6. **Where possible, the hirer should maintain a register of attendees at the event.**
7. The hirer shall not sub-let the premises or any part thereof.
8. The Town Hall can be hired for a meeting of a political nature but not leading up to or within any election period. The hire fee will be charged at the commercial rate.
9. In the event of any damage or loss to the premises or to the approaches thereto or to anything therein or in the said premises arising out of the hire, the hirer shall make good at his own expense all such damage or loss and in the event of his failure to do so within two days after occurrence the hirer shall hereby irrevocably authorise the Council to make good such damage and hereby undertakes to indemnify the Council against all costs, charges and expenses in respect thereof.
10. No material or articles of any description are to be fixed and no nails, screws or tacks are to be driven into part of the building whatsoever. No alteration to any electrical or gas fitting or any additional lighting is allowed without the Council's permission.
11. Council staff, may during the hiring of the hall or any room in connection therewith by the hirers, be in attendance and take general charge, but they shall not be required to assist in the erection of tables or stalls at bazaars, etc.
12. The hirer will ensure that dancers wear suitable footwear when dancing in the said premises and that a duly authorised Officer of the Council may require dancers to leave the premises if their footwear is likely to cause damage to the floor.
13. The kitchen and all rooms used by the hirers must be left in a thoroughly clean and orderly state on completion of the hiring.
14. The right of entry to the premises is reserved to any Senior Officer of the Council and any Police Officer at any time during the hiring.

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