

**CHESHAM TOWN COUNCIL**  
**TOWN HALL·CHESHAM· BUCKS· HP5 1DS**

**CONDITIONS OF HIRE OF TOWN HALL**

**1) HIRING:**

All applications for the hire of accommodation must be in writing on the form provided and forwarded on completion to the Town Clerk, Town Hall Chesham, BUCKS HP5 1DS. The person by whom the application is signed shall be considered to be the hirer.

All bookings are chargeable at the full rates applicable to those financial years irrespective of the application date(s) of booking(s).

The hirer must be a responsible person over the age of 18 years.

The hirer shall at the expiration of the period of hiring leave the accommodation in a clean and orderly state, and remove all stains from the floors.

Neither the Council nor their employees will undertake any responsibility for goods, materials and clothing or other articles brought onto or left on the premises.

All electrical goods (non-household) being brought on to the premises for use by a hirer to be PAT tested carried out by a competent person and current certificate of proof supplied to the Council.

No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Council.

The Council will not be responsible for any loss or damage to any property arising out of the hiring or for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the accommodation during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restrictions, or act of God which may cause the accommodation to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Council against any claim which may arise out of the hiring or which may be made by any person resorting to the accommodation during the hiring in respect of any such loss, damage, or injury.

The hirer shall be responsible for ensuring that good order is kept in the accommodation during the hiring and that no nuisance or annoyance is caused by noise or otherwise to users of other rooms in the building or to the occupiers of any nearby property. The Council may if they think fit charge the hirer for any extra expense they may incur to preserve order prior to, during, or after any meeting/function in the accommodation including engagement of Police Constables or other persons.

The hirer shall repay to the Council on demand the cost of reinstating or replacing any part of the premises or property of the Council in or upon the premises which shall be damaged, destroyed, stolen or removed during the hiring and may be requested to pay a surety deposit of £100, prior to the date of the booking, in the case of parties, receptions, etc.

The hirer shall vacate the Town Hall by midnight.

## **2) CANCELLATIONS:**

The full amount of the hire and all other charges must be paid at the time of booking. In the event of a cancellation of a hiring, the hirer will be required to meet the full charges for the booking unless cancellation is received, in writing, **at least twentyone days clear before the date of the function**, in which case one-third of the total hire charge, subject to a minimum of £10, will be retained by the Council.

The Council reserve the right to cancel any hiring in the event of the accommodation being required for any Civic Function or for any Parliamentary or Local Government Election.

## **3) SUB-LETTING:**

The hirer shall not sub-let the accommodation or any part thereof.

## **4) INSURANCE:**

If the organisation or person booking the hall is for profit making purposes, a copy of the Public Liability Insurance is required with the booking form. Other non-profit organisations are covered by the Council's own Public Liability Insurance.

## **5) RIGHT OF ENTRY:**

The right of entry to the accommodation is reserved to the Town Clerk and any other agent of the Council and any Police Constable at any time during the hiring.

## **6) COPYRIGHT:**

No copyright work shall be performed without the licence of the owner of the copyright. The hirer shall be responsible for obtaining such licence and shall indemnify the Council against infringement of copyright during the hiring.

## **7) SELLING OF ALCOHOL:**

No excisable liquor shall be sold or supplied except under a temporary event notice from the Licensing Justices. The number of times the premise may hold a temporary event notice is **12 times** in a calendar year. Please contact the Town Hall to inquire if the premise has reached its limit of 12, other arrangements may have to be made to serve alcohol. If you require other information, officers at the Town Hall will be able to help.

## **8) MUSIC:**

All events must comply with the Council's Music Licence. Music can only be played within the following restrictions:

Monday to Friday	-	8.00 am – 11.00 pm
Saturday	-	8.00 am – 11.30 pm
Sunday	-	8.00 am – 10.30 pm

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**9) DECORATIONS / ADVERTISING:**

No bolts, nails, tacks screws, etc. shall be driven into any part of the accommodation or furnishings nor shall any placards, notices or articles be fixed thereto by any means whatsoever, including adhesives, but the posting of notices with Blu-Tack will, however, be permitted.

No flags, emblems or other decorations shall be displayed outside any part of the accommodation without the previous consent of the Council. The hirer shall remove any flag, emblem or other decoration displayed inside the accommodation if, in the opinion of the Town Clerk or other agent of the Council, it shall be unseemly or expose the hall to an undue risk of fire.

No flyposting – there are 2 no. official notice boards managed by the Town Council within the town centre area and 4 no. community boards in bus shelters out of the centre. All advertising material will be displayed on the official boards for events if presented at the Town Hall.

**10) CAR-PARKING:**

The Town Council does not provide any parking facilities around the Town Hall. The District Council's car park 'Pay and Display' regulations apply. Please phone Chiltern District Council on **01494 732228** for queries regarding car-parks.

**11) FIRST AID:**

First Aid boxes are located in the ground floor kitchen, Lowndes Room kitchen and small Meeting Room.

**12) SMOKING / CANDLES:**

Please note that the Town Hall is a '**NO SMOKING**' building. **NO CANDLES OR SMOKE MACHINES** are permitted. Candles on celebration cakes are only permitted with the prior consent of the Council and on the undertaking of advice given for use.

**13) FIRE INSTRUCTIONS – an instruction sheet is also available in each room.**

**PLEASE NOTE THAT ACCESS TO THE FIRE ESCAPE FROM THE LOWNDES ROOM IS SITUATED IN THE COUNCIL CHAMBER AND A REFUGE POINT FOR DISABLED PERSONS IS LOCATED ON THE LANDING IN THE STAIRWELL, EXCEPT FOR THIS SPECIFIC PURPOSE, ENTRY TO THE COUNCIL CHAMBER IS PROHIBITED AT ALL TIMES UNLESS PRE-BOOKED.**

Hirers please be aware that you are required to inform all persons related to your booking of the fire exits, and in the event of evacuation, the assembly point, i.e. BAINES WALK (the link to the High Street from Catlings Car Park) ahead from the front door. Fire exits are situated as follows:

**Council Chamber**

- 1 x 870 mm single door to external fire escape
- 1 x 5000 mm double doors to waiting area to 1 x 750 mm single door to waiting area to staircase lobby to 1 x 960 mm single final exit door.

**Community Hall**

- 1 x 1570 mm double doors to entrance lobby to 1 x 2100 mm double final exit doors
- 1 x 2200 mm double final exit doors.

**Lowndes Room**

- 2 x 750 mm single doors to waiting area to 1 x 750 mm single door to staircase lobby to 1 x 960 mm single final exit door.

**Fire Extinguishers on the premises –**

- 2 x 6 litre foam extinguishers in Council Chamber.
- 1 x 2 Kg Co<sup>2</sup> extinguisher and fire blanket in adjacent kitchen.
- 1 x 6 litre foam extinguisher outside Lowndes Room.
- 2 x 6 litre foam extinguishers in Community Hall.
- 1 x 2Kg Co<sup>2</sup> extinguisher and fire blanket in adjacent kitchen.
- 2 x 6 litre foam extinguishers in entrance lobby.
- 1 x 6 litre foam extinguisher in staircase enclosure.

**Information on maximum capacity per room**

<b>Council Chamber</b>		<b>Community Hall</b>	
Tables and chairs (casual)	80	Tables and chairs (casual)	90
Meetings (no furniture/stage etc)	100	Meetings (no furniture/stage etc)	110
<b>Lowndes Room</b>			
Tables and chairs (casual)	40		
Meetings (no furniture etc)	60		