



EARLEY TOWN COUNCIL

CONDITIONS OF HIRE – THE ELIZABETH ROOM

MANAGEMENT OF BOOKINGS

1. In the first instance, all bookings of the Elizabeth Room shall be approved by the Town Clerk.
2. Once a booking has been confirmed, all communication regarding your booking should be made to the Council's Bookings Administration Officer at hallhire@earley-tc.gov.uk or by contacting Tel: 0118 986 8995.
3. If possible, we do ask for at least 7-days' notice when cancelling a booking, however we appreciate that this may not always be possible.
4. Should the Town Council need to cancel your booking due to an event, such as an election or scheduled maintenance, we will give you as much notice as possible.
5. Cancellation of a booking by the Council in the event of an emergency or a Health & Safety issue will be subject to no notice period.

PAYMENT

6. The charge for The Elizabeth Room is £10.00 per hour.
7. Invoices will be issued in arrears at the end of every month and are to be paid by the due date.

HIRE PERIODS

8. The duration of your hire period must include any time required for setting up and clearing away.

USAGE

9. We provide crockery, cutlery, kettle, microwave, fridge and kitchen facilities.
10. We ask that you wash up and put away any items you have used before you leave and that rooms are left clean and tidy.
11. Any spillages should be cleaned up as soon as possible.
12. All rubbish should be deposited in the bins provided.
13. You can move chairs and tables for the requirements of your group/activities but please return them to their original positions before leaving.
14. If you are serving/providing food to members of your group, please ensure you are compliant with Food Safety guidelines, including food allergens.
15. A limited amount of small, locked cupboards are available for storing your own tea, sugar biscuits etc and will be allocated on a first come first served basis. For more information, please contact the Booking Administration Officer.

USE OF TOILETS

16. Toilets are available in the main reception area of the building, please note these are shared with other hirers.

INSURANCES & LICENCES

17. You should have your own Public Liability Insurance cover in relation to your group and we ask to be provided with a copy of this. If you are not a formal organisation and do not possess such cover then please enquire with the Bookings Administration Officer about cover under the Town Council's public liability insurance.
18. The Council accepts no liability for accidents/liabilities arising from individual groups/activities whilst on the premises or car park. Any accidents should be reported to the Bookings Administration Officer.
19. The premise is covered by a PPL PRS music licence; however, you should check if you require your own separate licence in order to play music during your group.

ELECTRICAL EQUIPMENT

20. You are responsible for ensuring that any electrical equipment you bring to use during your group, such as portable music players, laptops etc, are in good working order and you should consider having your electronic equipment regularly PAT tested (Portable Appliance Testing).

LOSS & DAMAGE

21. The Council accepts no liability for the loss or damage of equipment, and you are responsible for insuring your own property.
22. You will be responsible for any loss or damage to Council fixtures and fittings during your hire period.
23. Any loss or damage should be reported as soon as possible and no later than 24hrs after your booking to the Bookings Administration Officer.

FIRE SAFETY

24. You are responsible for your group members and therefore should familiarise yourself with the premises in relation to fire call points and fire exits, etc.
25. The premises are serviced by fire alarms which are tested on a weekly basis.

NOISE

26. There may be other users in the building, such as dance classes, toddler groups etc, so there may be some noise generated from those groups.

GENERAL

27. Gambling on the premises is not permitted.
28. Smoking on the premises or close to the premises is not permitted.
29. The consumption of alcohol is not permitted unless prior permission has been granted by the Council.
30. The selling of alcohol is not permitted.