



Terms & Conditions of Hire Town Hall

Should you have any questions regarding any of the below,
please contact us on 01280 702441 during office hours
Monday – Friday 09:00 – 16:00

- We will only hold any requested bookings for 2 working days.
- The hire charge will commence from the time the hirer/staff/equipment arrive at the venue and continue until you and any suppliers vacate the building.
- If you are bringing alcohol into the building, this must be declared.
- All functions must be finished by 12 midnight (extra time can be booked for clearing/cleaning).
- The keycode is for your use only and **MUST NOT** be given to third parties without our consent.
- Neither you, nor your attendees are permitted to use any equipment at the venue, unless otherwise agreed as part of your booking.
- You are responsible for the removal of rubbish at the end of your hire period. There is no bin available.
- You are responsible for leaving the building clean and tidy. Including any outside spaces used. All equipment must be returned to its original position.
- Any external suppliers that you use as part of your hire of the venue must adhere to these terms of use, and it is your responsibility as hirer to ensure they do so.
- Hirers are responsible for ensuring all fire and health and safety regulations are met and you have all the licences required.

Prohibited Activities

Smoking inside the venue (including e-cigarettes)
Naked flames (candles on birthday cakes are allowed)
Smoke machines
Roller skates, blades, heelies, go karts, etc.
Animals (with the exception of assistance dogs)
Alterations to the venue – this includes attaching anything to the walls, etc.
Bouncy castles/inflatables
Excessive noise – particularly outside the building. Please be respectful to our neighbours.
Equipment/Personal Belongings in stair well or next to lift ground and 1st floor

Permitted Activities

Balloons (there may be a recovery fee for helium balloons on the ceiling)

Additional Terms & Conditions of Hire

General

- We agree to hire out our venue to you on the following terms. These terms, together with the booking made on our online booking system, constitute an agreement between you and Brackley Town Council.
- In these terms:
 - “we” and “us” means Brackley Town Council
 - the “Booking” means the booking on Hallmaster (our online booking system); and
 - the “Venue” means the venue that you have chosen and that we have agreed to hire out to you.

Accuracy of the Booking

- You must ensure that the information contained in the booking is correct, accurate and contains no errors or omissions. We reserve the right to cancel this agreement if any of this information is incorrect.

Use of Venue

- Hirers are being granted a non-exclusive, revocable licence to use the venue as specified on the booking form, for the duration specified on the booking form and this shall in no way be construed as a grant of a lease to you.
- All set-ups and clear-downs are your responsibility; (this must be done within your hired time) unless otherwise arranged.
- It is your responsibility to ensure that the venue is suitable for your intended use.
- You shall not use the venue for any other purpose other than that described on the booking form. You shall not sub-hire or allow the venue to be used for any unlawful purpose or in any unlawful way.
- You shall ensure that any equipment you bring to the venue is safe and in good working order and, where relevant, has been PAT tested (and shows the in-date PAT sticker).
- Please note rubbish left outside the building or in other areas may be classed as fly tipping and may result in legal action.

Cost of Hire

- Rates are set each year by Brackley Town Council and are available on our website.
- An invoice will be raised at the time of confirmation and a 25% non-refundable deposit is required immediately. The balance is due at least one month prior to the booking.
- For regular hirers, the invoice will be issued at the beginning of the month for payment before the end of the month.
- We reserve the right to make an extra charge for any extra time that the venue is in use.
- **Damage Deposit.**
If we have agreed that there is a requirement for us to take a refundable damage deposit, this is required 7 days before the event. We reserve the right to cancel this agreement and your booking if this is not received.

**Call out charges will apply Including to, but not limited to,
(Minimum charge £60.00 - Raising to £120.00 after midnight)**

- A false trigger of alarms the duty emergency number must be informed immediately as the alarms are linked to a call out system.
- The venue not secured both inside and out.
- Venue alarm not set

**Additional Charges will apply including to, but not limited to,
(Minimum charge £60.00)**

- Any balloons left inside the building
- Removal of Rubbish left at the venue
- Technical equipment used and not booked
- Building not left clean and tidy including any outside spaces used
- Use of the building and/or additional rooms, before/after your allocated booking time
- Breakages of equipment

Venue Security

- Staffing or key arrangements will be made by us and communicated to you.
- For certain bookings, security staff will be a compulsory extra. This will be discussed and agreed prior to the booking being confirmed.
- As hirer you take responsibility for fire safety ensuring you are able to evacuate the building with the setup of furniture etc. you are using.
- You must adhere to all security and fire precaution measures of the venue. If a fire is identified it is your responsibility to alert all relevant emergency services and us immediately, and to evacuate the Venue immediately.
- Fire procedures are visible on fire safety signs in the venue. It is your responsibility to make yourself and guests aware of these procedures.

Health and Safety

- During your booking, you must comply with all relevant Health and Safety Regulations, including having in place an appropriate evacuation plan.
- Due to fire regulations and insurance no equipment / personal belongings can be placed in the stair well or next to the lift on the ground or first floor – this space must be kept clear as this forms part of the fire escape route for Civic Hall & The Loft.

Licences

- The Town Hall has a premises licenses for the sale of alcohol and for the provision of regulated entertainment, however, you will need to provide a bar or licensed person for any alcohol sold on the premises.
- Licencing Times
Sale of Alcohol –
Monday-Thursday 11:00-23:45, Friday-Saturday 11:00-02:00, Sunday 12:00-23:45
Plays, Live Music, Recorded Music, Dancing –
Monday-Thursday 10:30-23:45, Friday-Saturday 10:30-02:00, Sunday 12:00-23:45
- You shall be responsible for obtaining all extra licences that may be required and we will require evidence of these licenses. Please contact us if you require clarification.

Insurance

- If applicable, you (if you are a business) and/or your suppliers must have adequate Public Liability Insurance (of at least £5 million) in place for use of the venue and you must produce up to date evidence of such insurance to us.

Breakages

- You must ensure that the venue is returned to the condition in which you found it on arrival, and notify us of any breakages.

Termination

- We retain the right, in our absolute discretion, to refuse or cancel a booking at any time for any good and sufficient reason or in the case of emergency.
- If a hirer (or a supplier used by them) contravenes any of these terms and conditions of hire, we reserve the right to cancel or shut down your event.
- We may cancel any Agreement if the venue is rendered unfit or becomes unavailable due to unforeseen circumstances. In this instance we will attempt to re-accommodate any bookings in another of our venues.
- We reserve the right to cancel any booking if the building is required for a civic or national event.

Cancellation

- If you cancel prior to one month of your booking, any monies received by us apart from the deposit will be refunded.
- If you cancel within one month of your booking, no refund will be given.
- For regular hirers with regular sessions, any sessions cancelled after the first of the month will still be chargeable.

Liability

- You are entirely liable and responsible for both you and your attendees (and yours and their property) at all times whilst you are at the venue.

Problems with the building or equipment

- If you have problems using the building, please refer to the hirer`s instructions and if these do not help contact us immediately on 07803 519697, so we can try to solve the issue.
- We are very keen to get feedback from our users to help improve our venues.

Checklist

A few things you may need during your hire;

- Bin bags (consider hiring large bins from SNC for large events or speak to your caterers)
- Surface cleaning materials
- Washing up liquid
- Tea towels/cloths
- Tea, coffee, milk, sugar (biscuits!)