



HIRE OF SUDBURY TOWN HALL

SCALE OF HIRE CHARGES FROM 1 APRIL 2026

HIRE OF FIRST FLOOR ASSEMBLY ROOM WITH ENTRANCE THROUGH GAOL LANE DOORS

1) For commercial hirings or for hirings for which admittance or attendance charge is made. e.g. Conferences, talks, events, exhibitions, trade shows etc.	MIDWEEK (9am -5pm) £37 per hour	SATURDAY & EVENINGS £44 per hour
	SUNDAY or BANK HOLIDAY £60 per hour	
2) For non-commercial hirings of a private nature for which no charge is made for admittance. e.g. Receptions, private functions, parties or meetings.	MIDWEEK (9am -5pm) £23 per hour	SATURDAY & EVENINGS £30 per hour
	SUNDAY or BANK HOLIDAY £45 per hour	
3) For charities, public bodies and non-profit making organisations hirings for which no charge is made for admittance.	MIDWEEK (9am -5pm) £18 per hour	SATURDAY & EVENINGS £28 per hour
	SUNDAY or BANK HOLIDAY £44 per hour	
4) For the additional hire of the kitchen which includes hire of a hot water urn with cups and saucers. It does NOT include tea and coffee provisions.	£44 per event	

ALL PRICES ARE SUBJECT TO VAT



ALL HIRE FEES MUST BE PAID IN FULL AT LEAST 21 DAYS PRIOR TO THE HIRE

- 1) **THE MAYOR'S PARLOUR IS NOT INCLUDED IN ANY HIRE.**
- 2) Charges for special or extraordinary hirings - i.e. Trade 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.
- 4) The Town Hall is NOT licenced for Public Music, Singing or Dancing or as a Theatre or Cinema. A TENs licence can be applied for from Babergh District Council.

CONDITIONS FOR THE USE OF SUDBURY TOWN HALL

1. Hire Charges must be paid in full within 7 days of the booking being confirmed, otherwise it will be cancelled. In the event of this booking being cancelled by the hirer less than 21 days before the date of the function, the Council reserves the right to charge a cancellation fee of up to 100% of the invoice.
2. 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, lack of staff, 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 and vaping is not permitted anywhere within the Town Hall. Anyone 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 may be hired for a meeting of a political nature but not within 6 weeks of 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 to any part of the building or furniture. No nails, screws or tacks are to be driven into part of the building whatsoever. No substances are to be spread, sprayed or otherwise distributed within the building. No alteration to any electrical or gas fitting or any additional lighting is allowed without the Council's written 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. If the hirer intends to conduct any activity that will make significant noise that will be audible outside the Assembly Room, this must be clearly stated after the type of function. Activities that make significant noise will not normally be permitted during the working day (Monday to Friday between 9am and 5pm) or when there is a meeting in the Mayor's Parlour on the ground floor.
13. The hirer must ensure that dancers or anyone engaging in physical exercise wears suitable soft-soled footwear in the building. An officer of the Council may require anyone to leave the premises if their footwear is considered likely to cause damage to the floor.
14. The kitchen and all rooms used by the hirers must be left in a thoroughly clean and orderly state on completion of the hiring. The charge for the use of the kitchen covers the use of the hot water urn, and cups and saucers. It does NOT include tea and coffee provisions.
15. The right of entry to the premises is reserved to any officer of the Council and any Police Officer at any time during the hiring.

Mr C Griffin – Town Clerk
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