



Other Equipment required		
6ft Tables (25 available)	Yes / No	Quantity required:
Chairs (150 available)	Yes / No	Quantity required:
Public Address System / mics	Yes / No	
***Projector / Screen	Yes / No	

***You will be required to supply your own laptop

Applicant's Signature:	Applicant's Name:	Date:
I agree to the conditions within:		
		/ /

End of application

TO BE COMPLETED INTERNALLY	
Total hire free calculated by Business Manager and communicated to applicant by Admin & Information team:	Total cost: Name (admin team):
Invoice raised by:	Invoice raised date / /
Applicants' PO Number:	Invoice number: Invoice paid date / /
Room and resources available on date requested:	Caretaker assigned (name): Total hours required: Signed (Operations Manager)
Hire Approved by Business Manager:	Signed (Business Manager) Date / /



Event layout Below are some of our commonly requested layouts – we can vary numbers of tables / chairs / AV equipment and catering equipment.	Select this layout	Specifications
<div style="background-color: #cccccc; padding: 5px; text-align: center;">Public talk / lecture / conference</div> <p>Two microphones. Ensure sound system is switched on.</p>	<input type="checkbox"/>	Table layout Chairs layout Special Requests
<div style="background-color: #cccccc; padding: 5px; text-align: center;">Cabaret Style - Informal / awards / events</div>	<input type="checkbox"/>	Table layout Chairs layout Special Requests



Event layout Below are some of our commonly requested layouts – we can vary numbers of tables / chairs / AV equipment and catering equipment.	Select this layout	Specifications
<div style="background-color: #cccccc; padding: 5px; text-align: center;">Panel discussion / Presentation</div>	<input type="checkbox"/>	Table layout Chairs layout Special Requests
<div style="background-color: #cccccc; padding: 5px; text-align: center;">Other / Your own set up - Please draw below:</div>	<input type="checkbox"/>	Table layout Chairs layout Special Requests



CONDITIONS FOR THE USE OF SUDBURY TOWN HALL

The Town Hall does not hold a premises licence for public entertainment (including live music, theatre, or cinema). A licence can be applied for from Babergh District Council for a Temporary Event Notice (TEN).

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 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.

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.

Smoking / vaping are not permitted anywhere within the Town Hall. Naked flames (candles, tea lights etc.) are also not permitted on the premises.

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.

- Where possible, the hirer should maintain a register of attendees at the event.
- The hirer shall not sub-let the premises or any part thereof.
- 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.

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.



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.

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 above in your application.

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.



SUDBURY
TOWN COUNCIL

-  Town Hall, Old Market Place, Sudbury, Suffolk, CO10 1TL
-  sudbury-tc.gov.uk
-  01787 372331
-  info@sudbury-tc.gov.uk



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.

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. Town Hall, Sudbury, Suffolk CO10 1TL

Telephone 01787 372331

Email: info@sudbury-tc.gov.uk