

TOWN HALL
SUDBURY
SUFFOLK CO10 1TL
01787 372331
info@sudbury-tc.gov.uk



SUDBURY TOWN COUNCIL

April 2023

APPLICATION FOR THE HIRE OF THE TOWN HALL – ASSEMBLY ROOM

(bookings cannot be confirmed until this form has been completed and returned)

Name and Address of applicant: _____

Email: _____ Mobile Number: _____

On behalf of (organisation) _____

Type of function: _____ Noise: Yes / No

Number of people expected to attend (approx.) _____

Date required: _____

Time required: From _____ To _____

Rooms required: Assembly Room Yes / NO

Kitchen Yes / NO

Equipment required: Tables Yes / NO Quantity _____

Chairs Yes / NO Quantity _____

Public Address System Yes / NO

Please send a **diagram of the layout of any tables and chairs** to the Deputy Town Clerk at least 10 days before the date required and the room will then be set out accordingly.

Do you intend to make an admission charge or sell tickets? Yes / NO

Do you intend to use the hall for profit or gain? Yes / NO

Applicant's Signature: _____ Date: _____

Applicant's Name (PRINTED) _____

_____ **End of Application Section – Do not write below this line** _____

Deputy Town Clerk to calculate total Cost to be Invoiced: _____

Hire Approved by Deputy Town Clerk: _____ Date: _____

SUDBURY TOWN COUNCIL CONDITIONS FOR THE USE OF SUDBURY TOWN HALL

The Town Hall is NOT licenced for Public Music, Singing or Dancing or as a Theatre or Cinema. A licence can be applied for from Babergh District Council.

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 IS NOT PERMITTED ANYWHERE WITHIN THE TOWN HALL. ANYONE FOUND NOT ADHERING TO THIS REGULATION WILL BE ASKED TO LEAVE THE PREMISES. Naked flames (candles, tea lights etc.) are 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.

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.

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.

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.

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**