



Colne Town Council Terms, Conditions and & regulations for hire of Colne Town Hall Rooms

1. The Town Hall will be opened by a member of the staff.
2. The Town Hall is let on the understanding that any member of staff has the right of entry at any time to the area hired.
3. The times booked should be adhered to at all times or further charges will be applied.
4. Should the member of staff that opens the Town Hall, before the function or hire commences, believe it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.
5. Regular hirers must pay monthly in advance. A non-refundable deposit as stated is payable for all other bookings and the balance must be paid 4 weeks prior to the day of the function.
6. A security bond of £50 may be payable at the time of booking (at the Town Council's discretion) and this will only be refundable on satisfied inspection of the area used after the event.
7. All Catering and Drink requirements being supplied by the Town Council must be booked and paid for 4 weeks prior to the booking.
8. Damage – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building if unnecessary mess is caused. In event of this the security bond if applied may be held back to cover these costs.
9. Conduct – The hirer will be responsible for the proper conduct of persons using the Town Hall.
10. Loss of property – The Town Council does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the Town Hall is being hired.

11. Fire Risks – The hirer should make themselves familiar with the fire procedures for the Town Hall and inform Town Council staff at the time of booking of any factor which involves extra fire risks.

12. Indemnity – The hirer shall indemnify the Town Hall against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon Town Hall property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.

13. The hired room, foyer and toilets is the only area to be used by the hirer and accepts all other rooms will be either locked or classed as out of bounds unless a request is made.

14. Gambling of any kind is strictly prohibited.

15. The sale of alcohol of any kind is strictly prohibited without prior consent and the appropriate license.

16. Groups – All groups working with young people should have their own insurance and staff checks e.g. DBS checks. The Town Hall takes no responsibility for this and recommends if unsure you seek appropriate advice.

17. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the hire period.

18. If you need to cancel your booking for whatever reason you must give at least 14 days clear notice prior to your booking, failing to do so will result in full payment required for the booking.

19. No access will be given to the premises prior to the booking, the times you book must allow for set up and pack down and cleaning leaving the Town Hall as you found it.

20. The use of glitter and confetti is strictly prohibited, unless agreed with the Council at the time of booking. (Extra cost may be applied)