

## **BROADSTAIRS & ST PETER'S TOWN COUNCIL**

### **Hiring a Hall – Conditions of Hire**

a) The period of hire is from the time when access is required until the premises are completely vacated which includes the removal of any articles belonging to the hirer. The period of hire shall not extend beyond 10.30 pm and all venues will be vacated by this time.

Please note: The Hall will be opened 15 minutes before the time you have booked. Ensure that you allow sufficient time to prepare for your function, and similarly to clear away at the end of the event.

b) The Arrangement of furniture is the responsibility of the hirer, and the room must be returned to its previous state, or an additional charge will be levied.

(1) PARK HALL has seating for 100, with 20 x 4' folding tables. For events which require seating around tables we suggest a maximum of 90 for the comfort of the audience

(2) The ground floor COUNCIL CHAMBER has seating for up to 20 persons normally arranged in a horseshoe shape around long tables. However extra seating is available, and with the tables at the sides of the room, there is space for up to 50 persons seated in rows.

(3) The 1st floor COMMITTEE ROOM is no longer available for hire.

c) The provision of crockery, cutlery and other minor items of equipment is the responsibility of the hirer.

d) The building will be left in the condition in which it was found eg tidy, clean and in good order, and with rubbish bagged.

e) No intoxicating liquor will be sold on the premises, except by prior agreement and in accordance with licensing law.

f) The hirer must comply with the Sunday Trading provisions and all necessary planning and other requirements.

g) The Council shall be entitled to cancel the hiring at any time in the event that fly-posting takes place within the district, which advertises the event or purpose for which the hiring is made [whether such fly-posting is done by the hirer or not], by posting or delivering notice of cancellation to the hirer at the address given on the booking form.

h) These premises do not have a Public Entertainment Licence and bookings will not be taken for events which fall into the following category:

A function which can be attended by the general public where :

i. The audience can dance – OR

ii. There is live or recorded music to entertain an audience and other similar entertainment including Karaoke.

Private parties are acceptable.

i) Insurance is the responsibility of the hirer, and proof of such may be requested. No cover is available under the Town Council Public Liability policy for commercial organisations, professional entertainers or political organisations

There will be absolutely no exceptions to the above restrictions, even if the event is run on behalf of a charity. This is the law!

The Council can make available the following facilities at any venue, on prior request:

- Overhead projector and small screen
- Slide projector and small screen
- refreshments ie urn, disposable cups, tea, coffee etc.
- Venue 1. .PARK HALL Only : small kitchen with electric urn, water, sink etc.

A small amount of crockery is provided. Please also bring requisites for clearing up eg washing up liquid, tea towels, black sacks etc.

Outside caterers may be used – remember to allow time on the booking form for setting up.

**THE COUNCIL RESERVES THE RIGHT TO REFUSE ANY HIRING AND IN PARTICULAR WILL NOT HIRE ITS PREMISES TO ORGANISATIONS WHICH SEEK TO PROMOTE RACIAL AND/OR RELIGIOUS DISCRIMINATION**

NO COMMERCIAL BOOKINGS WILL BE TAKEN FOR PIERREMONT HALL PREMISES

For Availability, and Booking Forms, contact:

Broadstairs & St Peter's Town Council

Usually: 0900-1700 Monday – Friday.

Tel: 01843 868718

Details for Caretaker are on the Park Hall Noticeboard

## **FACILITIES**

1. Park Hall is wheelchair accessible. However there are no toilet facilities large enough to take wheelchairs.
2. Pierremont Hall Council Chamber is accessible via 2 steps. Wheelchair ramps are available upon request.

Toilet Facilities: The Gents Toilet on ground floor, difficult wheelchair access and Ladies Toilets are on the 1st floor, with no wheelchair access.

