



**THETFORD TOWN COUNCIL**  
**THE GUILDHALL COMPLEX, THETFORD**

**Conditions and Regulations of Hire**

1. **APPLICATION FORM:** All applications for hire of the Guildhall Complex shall be made to Thetford Town Council, King's House, Thetford, from whom forms may be obtained. An applicant must be over 18 years of age. The person by whom the form of application is signed shall be deemed to be the hirer.
2. **RESERVATION AND PAYMENT OF FEES**
  - (a) Fees due for hiring shall be paid at the time of booking except in the case of regular bookings over a long period or of bookings made more than six months in advance (see paragraph (b) below).
  - (b) Bookings made more than six months in advance must be accompanied by a non-returnable deposit as stated below:

Hire of Carnegie Room	- £25.00 or one third of hire fee, whichever is the greater
Hire of Large Court	- £10.00 or one third of hire fee, whichever is the greater
Hire of Small Court	- £7.00 or one third of hire fee, whichever is the greater

The balance of the fees due shall be paid not later than one month before the date of the hiring.
  - (c) Provisional bookings may be made but they will be cancelled unless a completed application form is returned to Thetford Town Council within 14 days of the date on which the provisional booking was accepted.
3. **CANCELLATION OF BOOKING BY HIRER:** If a hirer cancels his booking, the Council will retain the hire fee.
4. **CANCELLATION OF LETTING BY COUNCIL:**
  - (a) Should the Council, before the function commences, be of the opinion that it is likely to prove of an objectionable or undesirable nature, it shall have the power to cancel the engagement, and return any money paid on account of fees, and the council shall not be liable to pay any compensation.
  - (b) The Council reserves the right, should they deem that circumstances warrant such action, to cancel any letting at any time, or to transfer any letting to another room at the Guildhall Complex of the same floor area as, or of greater floor area than, the room originally hired. In the event of cancellation, any money paid on account of fees will be refunded to the hirer, but the Council shall not be liable to pay any compensation to any person in respect of the cancellation. Where a letting is transferred to another room by Council's direction no additional fee will be payable by the hirer.
5. **PREMISES LICENCE**

( a ) Under the terms of the Licensing Act 2003, the Guildhall Complex (including the Carnegie Room) has been granted a Premises Licence by Breckland Council, acting as the licensing authority. This regulates the use of the premises for certain forms of public entertainment. The Head Caretaker, working under the direction of the Town Clerk, is the Designated Premises Supervisor.

The current licence authorises the following:

- i. Opening Hours: Monday to Sunday 0930 to 17.30 and 1830 to 0030 hours
- ii. Provision of Regulated Entertainment: Monday to Sunday until 2330 hours
- iii. Provision of Entertainment Facilities: Monday to Sunday until 2330 hours
- iv. Supply of Alcohol: Monday to Sunday until midnight.

If a hirer wishes the premises to be used for activities outside of these hours, a Temporary Event Notice will need to be requested from the licensing authority. The Council will be pleased to seek this on the hirer's behalf on the understanding that the hirer will be liable for the fee levied by the authority (currently £21). That said, the Council reserves the right to refuse such requests. Please be aware that the Council requires 28 days notice to apply for a Temporary Event Notice.

( b ) BAR FACILITIES (I.E. FOR THE SALE OF EXCISABLE LIQUOR)

A bar facility is only permitted at evening functions. Hirers wishing to have a bar facility must nominate an outside bar provider, who will need to be approved by the Designated Premises Supervisor (see Clause 5a above). Before a booking can be confirmed, the nominated bar provider must provide proof of competence. A bar fee of £20.00 must be paid by the hirer at the time of the booking to cover overhead costs incurred by the Council.

***All intoxicating liquor consumed on the premises is to be purchased from the bar. Members of the public are not permitted to bring intoxicating liquor into the Carnegie Room/Guildhall Complex.***

( c ) BAR FACILITIES – STAFF INVOLVEMENT

Without the prior approval of the Council, no member of the Council’s staff can be involved in the supply of sale of refreshments at any time.

6. ‘NO SMOKING’ POLICY

Smoking is not permitted at any time in any of the public buildings managed by Thetford Town Council, including the entire Guildhall Complex (i.e. Large and Small Courts and Carnegie Room).

7. LIMITS ON ADMISSION

The number of persons permitted to use the licensed premises at any time shall not exceed the following limits.

Large Court and Small Court: These rooms are not licensed for unrestricted music and dancing. No more than a two piece band may be used at functions.

Room set up	Carnegie Room		Large Court	Small Court
	Main Hall /	Balconies		
Dancing – with seating only	300	50	100	70
Dancing with seating at tables	200	100	70	60
Combining seating & dancing	200	100	70	60
Closely seated audience using both areas (with moveable seating)	350			

**PASSAGE TO 'EXIT' DOORS MUST BE FREE FROM OBSTRUCTION AT ALL TIMES**

8. CLOAKROOMS: The cloakroom will be in the care and custody of the hirer who must provide his own attendants, and be responsible for any mistake or loss that may occur.

9. CONDUCT OF PATRONS:

- a. The hirer shall be responsible for the proper conduct of persons using the Guildhall Complex. At the close of the function the hirer shall ensure that all persons leave the premises in an orderly fashion. It is the hirer's responsibility to ensure that unauthorised or uninvited persons do not gain admittance. If the Council considers it necessary, the hirer must provide door supervisors who must be registered with the Breckland Door Supervisors Association. Whilst on duty all Door Supervisors shall conspicuously wear the Registration badge issued by the Association.
- b. The hirer shall be responsible for ensuring that the volume of noise does not exceed an acceptable level as provided for in the Environmental Health Act. The Carnegie Room Noise Limiter will cut out any music played over 96-97 decibels.

10. DAMAGE TO PREMISES /UNCLEANLINESS / UNTIDINESS:

The hirer shall not affix any item to the walls, floors, piano or any other fixtures and fittings. Should any damage occur, making good will be the hirer’s responsibility. The Council shall be the sole judge of any damage done and reserves the right to recover any repair costs incurred by the Council from the hirer. Should any Council property go missing during a hire event, the hirer may – depending on the circumstances – be asked to cover any replacement costs incurred by the Council. In certain circumstances, the Council may ask a hirer to provide a guarantee against loss.

The premises are let to hirers in a clean and tidy condition and hirers are responsible for exercising reasonable care to ensure that no undue state of uncleanliness or untidiness exists at the end of the hire period. Large waste bins can be provided on request. If the Council incurs additional cleaning costs resulting from lack of care by the hirer, it reserves the right to pass on these costs to the hirer and to consider not accepting future bookings from that hirer.

Grand pianos should only be moved, if the prior approval of the Town Clerk has been obtained.

11. ELECTRICAL FITTINGS:

- a. No electrical or other fittings or appliances in the Guildhall Complex may be altered, removed, or in any way interfered with and no additional fittings or appliances may be installed in connection with any function, unless a PAT Test Certificate has been provided for the equipment, and the approval of the Town Council has first been obtained.
- b. The noise limiter must not be interfered with in any way.

12. AMPLIFICATION AND LIGHTING IN THE CARNEGIE ROOM: If the setting of the amplification and stage and hall lighting systems of the Carnegie Room are to be altered, this must only be undertaken by a qualified person approved by the Town Clerk.

13. STAGE EXTENSION - CAT WALKS ETC. Users of the Carnegie Room may hire a stage extension when required at no extra charge. It is, however, essential that in the event of such hire the stage extension and/or catwalk is taken from the Guildhall Complex garage and placed in position by the hirer and returned by them at the end of the event.

14. CINEMATOGRAPHY ETC: No Cinematograph or projecting apparatus shall be used without the previous approval of the Council.

15. LOSS OF PROPERTY: The Council will not, under any circumstances, accept responsibility or liability in respect of any damage to or loss of, any property, articles or things whatsoever placed or left upon the premises by the hirer. Immediately after a function the hirer is responsible for seeing that all items belonging to him/her are removed. Items are not allowed to remain on the premises unless special arrangements have previously been made with the Town Clerk.

16. RIGHT OF ENTRY: The Mayor, Town Clerk, Head Caretaker and other officers duly authorised by the Council shall have the right of entry at all times to all parts of the Guildhall Complex.

17. DECORATIONS: No decorations, flags, emblems, etc. can be fixed to the structure of the Guildhall Complex without the prior consent of the Council.

18. COPYRIGHT WORKS: The hirer shall not use the Guildhall Complex or any part thereof for the performance in public of any dramatic works or for the delivery in public of any lecture, in which copyright subsists, without the consent of the owner of the said copyright or in any other manner infringe any subsisting copyright. The hirer shall indemnify the Council against all sums of money which the Council may have to pay by reason of any infringement of copyright occurring during the period of hire covered by this agreement.

NOTE: The Council have taken up a licence with the Performing Rights Society to authorise the use of the Society's copyright musical repertoire at all musical entertainments, including dances held in the Guildhall Complex, and accordingly, where any such music is used the hirer must complete and sign the Society's programme form and hand it to the caretaker on duty at the function.

19. SUBLETTING: The hirer shall not assign or sub-let any interest he may have in the hire of the hall, without the prior consent in writing of the Council.

20. INDEMNITY: **The hirer shall protect the Council from any technical or legal penalties or liabilities they may have been compelled to incur** whilst such person is in or upon any part of the Guildhall Complex, or in respect of any loss or damage suffered or sustained by any person in consequence of any such default or injury.

21. INSURANCE: The hirer is advised to have adequate Personal Liability Insurance in force to meet any liability arising from the hire of any part of the Guildhall Complex.

22. COMPLAINTS: Any complaint with regard to the management and control of the premises must be made in writing to the Town Clerk.

23. BINGO: Hirers wishing to use any of the rooms for the purpose of promoting bingo as the whole or part of a hiring will need to satisfy the Council that the type of bingo proposed is not such that a licence is required under part 11 of the Gaming Act, 1968.

24. The Council reserves the right to make amendments to the Conditions and Regulations of Hire at any time.