

# HEDON TOWN COUNCIL



## HIRE AGREEMENT FOR THE TOWN HALL BUILDING, HEDON

Please complete and return to: The Town Clerk  
Hedon Town Council  
Town Hall  
St Augustines Gate  
HEDON  
HU12 8EX

[www.hedon.gov.uk](http://www.hedon.gov.uk)

E-mail: [townclerk@hedon.gov.uk](mailto:townclerk@hedon.gov.uk)

Telephone/Facsimile: 01482 898428

Office opening hours: Tuesday and Thursday 9.30am – 12.30 pm.

1. HIRERS NAME AND ADDRESS

.....  
.....  
.....

TELEPHONE NUMBER .....

2. NAMED FIRE WARDEN .....

(ALL hirers of the Town hall building MUST have a representative present at their function who will be the NAMED FIRE WARDEN. The NFW must familiarise themselves with all fire exits, which should be announced to all those present at the start of any function, and the extinguisher points and will be responsible for ensuring the safe evacuation of the building in case of fire).

**UNDER NO CIRCUMSTANCES SHOULD ANY FIRE EXITS BE OBSTRUCTED OR BLOCKED IN ANY WAY.**

3. To whom should invoice(s) be sent if not as above?

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.....  
.....  
.....

4. Date(s) of hire .....

From ..... to .....  
(Please note the building must be vacated by the finishing time stated above)

5. Nature of function .....

Do you intend to admit to the general public? **YES/NO**

If **YES** we must have full details of nature of the event

6. Please state the approximate number attending your function .....

(PLEASE NOTE FOR HEALTH AND SAFETY REASONS THE **MAXIMUM** NUMBER OF PEOPLE – ADULTS AND CHILDREN – THAT CAN BE ACCOMODATED AT ANY FUNCTION IS **50**).

7. Hirers will need to lay out any furniture themselves.

8. **Do you require the use of the kitchen facilities? YES/NO**

9. The **sale** of alcohol is **NOT permitted on the premises.**

10. Alcohol can be consumed on the premises but must be provided for personal use only by those attending the function.

11. The building must be left clean and tidy. The hirer is responsible for any damages to the building and/or its contents caused by themselves and/or their group.

12. Certain functions may require a deposit of up to £100 of the basic hire cost. This will be payable at the discretion of the Town Clerk at the time of the booking and is non – refundable.

13. An invoice will be sent to the above address and payment is due on receipt of it. The charge for your function is made up as follows:-

Basic Hire	£
Refreshments (£10)	£
Less Deposit	£

<b>Total</b>	<b>£</b>
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(All cheques should be made payable to Hedon Town Council)

14. Hedon Town Council reserves the right to refuse entry.

15. Hedon Town Council reserves the right to cancel any function – even at short notice.

16. Admission is by invitation of the hirer only.

17. The hirer must be present at the function and shall handle any queries concerning admission or the general running of the event on the day in question.

18. IMPORTANT NOTES TO READ BEFORE YOU SIGN THIS FORM:-

**CAPACITY** The function room (Council Chamber) can accommodate a **MAXIMUM** of 50 people.

**TICKETS** The hirer is responsible for the printing and selling of any tickets.

**PUBLICITY** The hirer is responsible for designing, printing and paying for any publicity. Hedon Town Council will consider displaying any appropriate posters in the notice board. This will be at the discretion of the Town Clerk.

**PRESS COVERAGE** This should be dealt with by yourselves.

Hull Daily Mail 01482 326111  
Holderness Gazette 01964 612777

**INSURANCE** Whilst Hedon Town Council provide liability insurance to cover the building and general public visiting the building, you should ensure that your own group have adequate cover for their use of the building.

**SMOKING** The whole of the Town Hall and toilet facilities is **STRICTLY NO SMOKING.**

**CATERING** Any outside catering arrangements should be made by you and full details of any catering company used should be provided below:-

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.....  
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(Any damage howsoever caused to the Town Hall building and/or contents by any catering staff will be the responsibility of the hirer).

**SETTING UP** Access to the building in order to “set up” your function can be arranged at the time of booking.

**STAFFING** Hedon Town Council will ensure that their caretaker opens and closes the building for you at the times requested above.

**I HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY THE ABOVE CONDITIONS.**

Signature of hirer ..... Date .....