



Town Hall Room Hire Booking Form

Reference:ST1.3.1

Date ___ / ___ / ___

PLEASE PRINT

Name of Organiser:..... Mr / Mrs / Ms (or other).....

Contact Address:

Telephone contact:(Mobile)(Email).....

..... wish(es) to hire the following room(s) at the Town Hall, Stamford,

for the following purposeon

Date ___ / ___ / ___

From ___:___ am / pm

To ___ : ___ am / pm

Meeting Rooms required (please tick)

Court Room	<input type="checkbox"/>
Council Chamber	<input type="checkbox"/>
Malcolm Sargent Room	<input type="checkbox"/>
Robing Room	<input type="checkbox"/>
Harry Skells Room	<input type="checkbox"/>
Kitchen facility required	<input type="checkbox"/>

It is anticipated the number of persons attending will be _____

Live / Recorded Music will / will not be played.

The caterers engaged for this event are / will be _____

A licenced bar facility will / will not operate during this function.

The hirer undertakes to compensate Stamford Town Council fully and upon demand for any and all damage caused during or as a result of this function.

A deposit of £100 is required at the time of the booking. Cheques should be made payable to Stamford Town Council. The deposit is for confirmation of booking and will be deducted from the final invoice. In the event of cancellation the deposit is non-refundable unless the room/s is/are re-let for the same date.

The charge for hire of the Town Hall will commence from the time the organiser(s) / guests / catering firm or florists first enter the building and ceases when all such persons have cleared up and finally left the building.

Signed on behalf of _____ (Please Print Name):_____

Reviewed / Approved: FPA 181223 / STC 191223

IMPORTANT INFORMATION

- Stamford Town Council is unable to hire the venue for Birthday Parties
- No candles including tea lights are to be lit
- Music must finish at 11.30pm
- Premises must be vacated by Midnight
- Caterers must provide all own catering equipment and all rubbish must be cleared from site.
- All food brought into the Town Hall must be in form of a cold buffet, unless agreed by prior arrangement.
- No confetti is to be thrown inside the building and only biodegradable confetti may be thrown outside on the terrace.
- The Town Hall will not be held responsible for any items left after the function.

Cancellation Terms:

More than 1 month before event – loss of deposit or 20% of total fee

4 weeks notice – loss of deposit and 40% of total fee

3 weeks notice – loss of deposit and 60% of total fee

2 weeks notice – loss of deposit and 80% of total fee

1 week or less – full fee will be charged

Terms & Conditions of Hire:

- A deposit of £100 is required at the time of booking, cheques should be made payable to Stamford Town Council. The deposit is for confirmation of booking and will be deducted from the final invoice amount. In the event of cancellation the deposit is non-returnable unless the room/s is/are re-let. The Hirer will be invoiced for the full amount of the hire fee, which should be paid 2 weeks before the event.
- Applicants shall, at the time of booking the premises, provide full information about the nature of the event and will be restricted to this use as specified in the confirmation letter. Sub-letting of any rooms is prohibited. The premises shall not be occupied earlier than 9am (unless agreed by prior arrangement) and must be vacated no later than Midnight. The Hirer must obtain a licence for the premises for music, singing and for the sale of alcohol should this be required.
- The applicant must be over 21 years of age and will be regarded as the responsible person for the event, and will provide stewards/ushers who will be present during the hiring.
- The Hirer shall pay for all damage, which may be done or occasioned, to the building, room/s, or to the fixtures, fittings, furniture and things belonging to Town Hall and deducted from the deposit paid, if such damage is deemed to exceed the sum held on deposit, an additional charge will be made.
- The management shall not be responsible for damage to, or loss of any equipment or goods brought into the premises by the Hirer. Any electrical equipment must be certified as tested. No smoke machines or flashing lights shall be used at any times. Any equipment brought in by the Hirer must be removed from the premises at the end of the hire period.
- The Hirer shall, to the best of their ability, maintain and keep good order and decent behaviour and shall not permit drunkenness or other disorderly conduct on the premises.
- He/she shall ensure that music provided at the premises shall not cause a nuisance to local residents. Any form of amplification shall be so controlled as to prevent such a nuisance. The music must end at 11.30pm. Representatives of the Town Hall, Police Officers and Fire Officers shall at all times have free access to all areas of the premises for the purpose of inspection. The Hirer will be responsible for complying with Fire Regulations, a copy of which is displayed on the premises.
- The Hirer must obtain a licence from the Performing Rights Society, for all musical works to be performed at the premises whether published or in manuscript, vocally, instrumental or mechanical. A copy of the licence should be provided to the Town Hall prior to the commencement of the event.
- Nothing shall be affixed to the walls, floors, ceilings, or any part of the premises. After use the premises are to be left clean and tidy and all rubbish must be removed. A charge of up to £250 could be made to cover additional cleaning if it is deemed to be necessary by the Town Council. The Town Council retains the right to terminate a hiring if any of the regulations are breached. The Hirer shall be liable to pay the full fee if this situation arises. The Town Hall shall have the power to terminate any agreement relating to the future hire of the premises if it is considered that the Hirer has in any way been guilty of a breach of these regulations.
- The Town Council reserves the right to grant or to refuse any application for hire of the premises. The Town Council reserves the right to vary and modify these regulations without prior notice. Any decisions by the Town Council on the interpretation of these regulations shall be final.

Stamford Town Council, Town Hall, St Mary's Hill, Stamford, Lincs, PE9 2DR

Tel: 01780 753808

E-mail: townhall@stamfordtowncouncil.gov.uk

Website: www.stamfordtowncouncil.co.uk

FEES FOR HIRING STAMFORD TOWN HALL FACILITIES FOR MEETINGS

From 01 April 2024

The following scale of charges apply for the use of the meeting rooms at the Town Hall Stamford

LOCATION	MONDAY - FRIDAY 9AM – 4.30PM	MONDAY – FRIDAY 4.30PM – 9.30PM
<u>COURT ROOM:</u> <i>Holds up to 100 persons seated</i>	£220.00 First four hours £55.00 For each hour or part of an hour afterwards.	£650.00 Flat rate 5 hours
<u>COUNCIL CHAMBER:</u> <i>Holds up to 35-40 people seated</i>	£160.00 First four hours £40 For each hour or part of an hour afterwards.	Not available
<u>MALCOLM SARGENT ROOM:</u> <i>Hold up to 16-20 people seated</i>	£120.00 First four hours £30.00 For each hour or part of an hour afterwards.	Not available
<u>ROBING ROOM</u> <i>Holds up to 6 people seated</i> First four hours	Includes tea & coffee £53.00	Not available
KITCHEN FACILITIES ARE AVAILABLE AT AN EXTRA CHARGE £150 for use of the kitchen to prepare food. Teas & Coffee charged at £2.00 per head		

SATURDAY AND SUNDAY - Bookings may be available and quotes offered on request

Concessionary tariff for Charities, Societies and Clubs wishing to use the Town Hall facilities, subject to availability.

To confirm a booking a non-refundable deposit of £100 will be required.

The charge for the use of the Town Hall will commence from the time the Organiser / Organiser's contract suppliers and or guests enter the building and will cease when such persons have cleared up and finally left the building.

During weekdays and evening set-up before 3pm is subject to availability and at Town Council's discretion.
Weekend booking set-up subject to availability and discretion.

Please visit us at the Town Hall to have a look around and see if we can cater for your needs or visit our web page www.stamfordtowncouncil.co.uk

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