

Thaxted Guildhall Management

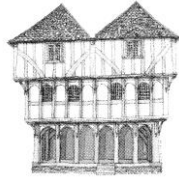
General Conditions of Hire

- 1) The acceptance of bookings for any event is subject to the discretion of the management committee.
- 2) Hirers are not permitted to sub-let any part of the Guildhall to other exhibitors or users.
- 3) Insurance of the Guildhall does not include liabilities incurred by those hiring the Guildhall for a specific event. Hirers must make their own arrangements through their own insurance companies. No liability shall attach to the management committee.
- 4) Hirers shall not allow more than sixty (60) persons to use the Guildhall at any one time. For supper parties not more than 45 persons, helpers included, may use the Guildhall at any one time.
- 5) Any damage to the building, its furniture or fittings which occurs during the time of the hiring shall be deemed the responsibility of the hirer who will be called upon to pay for repairs and replacements which the management committee deems necessary.
- 6) Smoking and use of naked flames are strictly forbidden in any part of the building. There are no exceptions to this rule. No electrical equipment, other than that which belongs to the Guildhall, may be used without prior approval.
- 7) Goods or produce of any kind shall not be sold within the Guildhall unless ancillary to an approved exhibition.
- 8) Applications to hold wedding receptions and cheese and wine events will be considered only in the light of reasonable use and care on the part of the hirer and only against an undertaking not to use the council chamber except as a cloakroom for coats.
- 9) The number of stalls or sales tables in use at any event is subject to strict safety requirements and must be agreed with the Custodian prior to the event. Access to landings, stairways, and gangways must not be impeded.
- 10) The building is not licensed for entertainment or any other purpose. Anyone wishing to put on an event that requires a Temporary Event Notice from UDC must first consult the Custodian then obtain the TEN in good time and display it prominently during the event.
- 11) The ground floor toilet is not for use by the public. If a key is given to the hirer it is his/her responsibility to ensure proper use and return of the key on completion of the hiring.
- 12) All bookings and enquiries regarding the conditions of hire should be made through Mr Alan Gant, Telephone 01371 830856; e-mail guildhall@thaxted.co.uk; to whom day to day control has been delegated by the management committee.
- 13) Terms in addition to the above apply to the hire of the Guildhall for exhibitions.

I have read these conditions and agree to abide by them.

Signed _____

Date _____



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Conditions of hire for exhibitions (additional to the general conditions of hire)

Hire rates for exhibitions are to be viewing only exhibits and are tailored towards charity or non-commercial organisations, these rates apply and are determined by the lack of commercial element of the exhibitor. Commercial enterprise rates (who are solely here to sell their goods) should contact the custodian.

Hire Rates:- Saturday, Sunday and Bank Holidays:-

Whole building (excludes market area and cellar) £60.00 per day. Top room only £30.00 per day, Small Room £10.00 per day.

All other days

Whole Building £40.00. Top room only £20.00, Small room £10.00.

Any time required for setting up is charged at weekday rate

Part day charged at full day rate.

Opening times: On days when the building is manned by volunteers, i.e. Bank holiday Weekends the hours will be 11 am to 5 pm. Other weekends open Sunday only 2 pm to 5 pm. Hirers may open the building on other days between 11 am and 5 pm. However the hirer is responsible for manning the door, issuing tickets, collecting the entrance fees.

Money: Any money collected at the door is solely for Guildhall funds and is separate and additional to the hire charges for the use of the building.

Security: For security reasons when not manned by volunteers the cellar, lock-up experience, council chamber and small room are closed to visitors. Exhibitors are responsible for the general security of the building and must ensure lights and extra heating is off when not in use. No electrical equipment, other than that which belongs to the Guildhall, may be used without prior approval. In the event of a weekday meeting in the Council Chamber, exhibitors will be informed; however, the committee cannot be responsible for the security of any exhibition. No internal doors can be locked. The stairs can be roped off.

Mounting conditions: Exhibitors may use the rails and hooks provided. No other form of fixing may be used without prior approval. Sleeves are available to cover curtains if required.

Advertising: Notices and banners etc. are subject to the approval of the Management Committee's agent. Some notice boards are provided and details obtained from the Custodian.

Chairs: It is preferred that chairs are not moved from the top floor, but if necessary they can be taken with care and stored in the small room.

Conclusion: At the end of the hire the building should be left clean and tidy. All furniture must be restored to its correct position.

I have read these conditions and agree to abide by them.

Signed _____

Date _____