

UPPINGHAM TOWN COUNCIL

Main Hall Council Chamber Conditions of Hire

1. Application Form

Applications for hire of the rooms are made through the Clerk of the Council, Sharon Coe at the Council Offices, Town Hall, High Street East, Uppingham, Rutland, LE15 9PY, telephone 01572 822681, from whom the application form is available.

The person signing the form will be deemed to be the hirer.

2. Hire Charges

The cost of hiring the rooms is £17.50 per hour for the main hall and £10 for the chamber. Weekend hire is £25.00 per hour regardless. The Council has a discretionary policy for registered charities.

3. Cancellation of a Hire

Should the hirer cancel the booking of the room the Council reserves the right to impose a cancellation fee as follows:

	% Of Fee
✦ Cancellation from 3 to 2 months before booking	25
✦ Cancellation from 2 to 1 month before booking	50
✦ Cancellation under 1 month before booking	75

unless the room is re-let on the particular date.

The Council, through its Clerk, reserves the right to cancel any booking should there be good reason for doing that. In such a case there will be no charge to the potential hirer.

4. Number of Persons to be Admitted

The maximum number of persons to be allowed in the room at any one time is **100**.

5. Opening and Closing

The Council's keyholder will open the room, in time for the commencement of the booking. The Council's keyholder will attend to lock and secure the room at the end of your booking time.

Hirers should ensure that users keep to the agreed booking time. Any extra time will be charged for.

6. Use of Kitchen & Toilets

This is included in the hiring charge.

On vacating, the kitchen hirers are required to check the following: -

All crockery is washed and stored away in the cupboards.

All surfaces have been wiped clean.