



## SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk PE37 7DQ

Telephone: 01760 722922

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



### Council Chambers - Conditions of Hire

1. The following conditions of hire must be read, and the booking form signed before the booking is accepted:
2. All applications for hiring must be made by completing the application for hire of Council Chamber/Meeting Room form. Payment must be made on receipt of invoice. Cancellation of bookings by the hirer will be subject to the cancellation charges as indicated in Note 21 of the Conditions of Hire. Booking forms are available by contacting Swaffham Town Council by telephone on 01760 722922 or by emailing [reception@swaffhamtowncouncil.gov.uk](mailto:reception@swaffhamtowncouncil.gov.uk).
3. Bookings can only be made by persons 18 years or over.
4. No date is secure until the booking has been received and confirmation sent. In the event of cancellation by the hirer, the full fee is due unless a minimum of seven days' notice is given prior to the event.
5. All codes for entrance door must be kept confidential by the hirer.
6. **No alcohol may be taken into the Chamber.**
7. All hirers serving food must abide by basic food safety techniques.
8. All hirers must appoint a named person to be responsible for fire safety rules observance. This person will be responsible for ensuring that all guests know what to do in the event of a fire. All fire exits are clearly marked, and the fire assembly point is in the Town Hall Entrance on Cley Road. The full fire safety procedures are in the Chamber.
9. All fire exits are to be kept totally clear of obstructions and impediments.
10. Due to the automated smoke detection system in the building, **smoke machines must not be used.**
11. **It is the responsibility of each hirer to leave the Chambers in a clean and tidy condition.** All rubbish must be disposed of in the outside dustbin and new bin liners should be inserted in the bins which must all be emptied. If the outside bins are full, please put rubbish in black bin liners and place beside the bins.
12. All kitchen items used must be washed up and put away. Surfaces must be wiped with provided disinfectant. This includes the surfaces of tables used.
13. Any electrical appliances taken into the building must be Portable Appliance Tested to ensure safety.
14. Prior to leaving the building, all lights and heaters must be turned off and all windows and doors, shut and locked.
15. No smoking or vaping. It is against the law to smoke in these premises and vaping will interfere with our automated smoke detection system.
16. No fireworks without prior consent from Swaffham Town Council.
17. No sky lanterns or balloons may be released from this premises.
18. Nothing may be attached to the walls or the fabric of the building unless authorised by Swaffham Town Council.

19. Any damage or breakages should be reported to Swaffham Town Council as soon as possible and will be charged for.
20. Please report any accidents to Swaffham Town Council and if any item has been removed from the first aid boxes.
21. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as a result of their hire, or using any equipment they introduce. No responsibility will be carried by Swaffham Town Council.
22. The Chambers must be left in the same clean and tidy condition as it was at the start of the hire.
23. If any of these conditions are breached, then any deposits will be forfeited, and future bookings may not be accepted.
24. Any complaint concerning the use of the hall or of any of the arrangements connected therewith must be made in writing to the Town Clerk.
25. The Council reserve the right of entry for their duly authorised officers at all times.
26. Swaffham Town Council regards your privacy as important and any personal information you give to us will be used in accordance with the law. Please read our Privacy Notice at [www.swaffhamtowncouncil.gov.uk/privacy](http://www.swaffhamtowncouncil.gov.uk/privacy)