

Congleton Town Council

Town Hall Equipment Policy

Aim of the Policy

The Town Council aim to ensure its equipment is maintained to the highest standard for use by customers hiring out rooms for corporate or private use. This includes weddings and functions arranged through the Town Council's Commercial Partner.

To ensure the equipment is maintained accordingly, it will not be loaned out externally to any third parties.

The Town Hall equipment in question includes the following items on "*List A*":

List A

- Rectangle/Round tables
- Chairs
- The main stage (normally located in the Grand Hall)
- Small stage (normally located in the Bridestones Suite)
- Projectors and projector screens
- Microphones
- Microphone Stand
- Bosch sound system handsets and control unit Notes Stand
- Flip chart stands
- Velcro Display Boards
- Extension cables
- Water machines
- 10 metre sets of fairy lights
- LED coloured up lighters
- Interactive Touch Screen (normally located in the Spencer Suite)
- Flat Screen TV (normally located in the Campbell Suite)

Items excluded from this policy:

List B

- Litter pickers
- Litter picking hoops
- High Visibility Vests
- 2 Congleton Bear Costumes (suitable for children)

Items on "*List B*", will be loaned externally to third parties by request to the Town Council office. An "*Equipment Sign out Form*" must be completed and signed by the *borrower*, this will ensure that the *borrower* agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.

Other Exceptions

The Chief Officer has the discretion to make exceptions to this policy based upon the nature of requests received from external third parties. The *borrower* will be required to complete and sign an “*Equipment Sign out Form*” whereby the *borrower* agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.