

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Congleton Town Council Meeting</b>		
<b>MEETING DATE AND TIME</b>	<b>22<sup>nd</sup> February 2024</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Agenda Item 15: Review of Town Hall Room Hire Charges and Booking Policy</b>		
<b>Background</b>	<p>The Town Hall room hire charges and booking policy were last reviewed in 2022 where the decision was agreed to create individual pricelists for corporate, private, and charity/voluntary &amp; wellbeing bookings. Following the latest hire charge review the Town Hall Letting Policy and Town Hall Booking Conditions were also reviewed.</p>		
<b>Update</b>	<p>The report below, <b>Agenda Item 11: Review of Town Hall Room Hire Charges and Booking Policy</b> was presented to the Town Hall, Assets &amp; Services Committee on 1<sup>st</sup> February 2024 for approval.</p> <p>No price increases were recommended, however small changes to the pricing document have been highlighted in the original pricing document(Appendix I) and the proposed pricing document (Appendix II).</p> <p>Changes to the charities, voluntary organisations, health &amp; wellbeing activities category include adding the caveat there will be no discount for bookings on Fridays or Saturdays throughout December. This is to accommodate Christmas Parties throughout this period and encourage additional bookings by our Commercial Partner.</p> <p>Changes to the private category include a package price for Weddings which includes room hire and lighting.</p> <p>All price categories now include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year’s Eve, Christmas Eve, and all Bank Holidays. This information was on a previous booking document and has been added to the current booking document.</p> <p>Proposed changes to the Town Hall Letting Policy are highlighted in Appendix III. Proposed changes to the Conditions and Regulations for the Hire of Congleton Town Hall are highlighted in Appendix IV.</p>		

<b>Financial</b>	To be in accordance with allocated budgets and financial regulations
<b>Environmental</b>	To assess via the procurement process environmental impact and benefits
<b>Equality</b>	Where applicable in the procurement of services this is taken into consideration
<b>Decision Request</b>	For Council to approve proposed changes to the pricing policy, Town Hall Letting Policy and Conditions and Regulations for the Hire of Congleton Town Hall as approved by the Town Hall, Assets & Services Committee on 1 <sup>st</sup> February 2024.

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets & Services Committee Meeting		
<b>MEETING DATE AND TIME</b>	1 <sup>st</sup> February 2024	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	Agenda Item 11: Review of Town Hall Hire Charges and Booking Policy		
<b>Background</b>	<p>A review of Town hall Hire Charges were last carried out in June 2022. Following the latest hire charge review the Town Hall Letting Policy and Town Hall Booking Conditions were also reviewed.</p>		
<b>Update</b>	<p>Three pricing categories are used when hiring rooms at the Town Hall; private, corporate, and charities, voluntary organisations, health &amp; wellbeing activities. No price increases are recommended, however small changes to the pricing document have been highlighted in the original pricing document (Appendix I) and the proposed pricing document (Appendix II).</p> <p>Changes to the charities, voluntary organisations, health &amp; wellbeing activities category include adding the caveat there will be no discount for bookings on Fridays or Saturdays throughout December. This is to accommodate Christmas Parties throughout this period and encourage additional bookings by our Commercial Partner.</p> <p>Changes to the private category include a package price for Weddings which includes room hire and lighting.</p> <p>All price categories now include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays. This information was on a previous booking document and has been added to the current booking document.</p> <p>Proposed changes to the Town Hall Letting Policy are highlighted in Appendix III.</p> <p>Proposed changes to the Conditions and Regulations for the Hire of Congleton Town Hall are highlighted in Appendix IV.</p>		
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations		
<b>Environmental</b>	To assess via the procurement process environmental impact and benefits		
<b>Equality</b>	Where applicable in the procurement of services this is taken into consideration		

<b>Decision Request</b>	To agree the recommended changes in the Review of Town Hall Hire Charges and Booking Policy and recommend these to Council for approval and adoption in to the Constitution
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# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

## Room Hire Price List 2022/23

### Corporate and Publicly Funded Bodies

#### The Grand Hall

<b>Sunday to Thursday</b>	<b>CHARGE</b>	<b>VAT</b>	<b>TOTAL</b>
Standard Hourly Rate ( <i>minimum booking of 2 hours</i> )	£37.00	£7.40	£44.40
Sunday – Thursday – 4-hour block rate (8am-6pm)	£105.00	£21.00	£126.00
Sunday - Thursday – 8-hour block rate (8am-6pm)	£175.00	£35.00	£210.00
<b>Friday &amp; Saturday</b>			
Standard Hourly Rate – up to 3pm ( <i>Minimum booking of 2 hours</i> )	£37.00	£7.40	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

#### The Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate ( <i>minimum booking of 2 hours</i> )	£29.00	£5.80	£34.80
Monday – Friday – 4-hour block rate (8am-6pm)	£99.00	£19.80	£118.80
Monday - Friday – 8-hour block rate (8am-6pm)	£155.00	£31.00	£186.00
Friday ( <i>from 6pm</i> ) Saturday and Sunday Hourly Rate ( <i>minimum booking of 2 hours</i> )	£29.00	£5.80	£34.80
One off charge when hiring Grand Hall ( <i>Not eligible for any discounts</i> )	£25.00	£5.00	£30.00

#### The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm ( <i>Minimum booking of 2 hours</i> )	£15.00	£3.00	£18.00
Monday – Friday – 4-hour block rate (8am-6pm)	£50.00	£10.00	£60.00
Monday - Friday – 8-hour block rate (8am-6pm)	£75.00	£15.00	£90.00
Friday (after 6pm) Saturday and Sunday Hourly Rate ( <i>minimum booking of 2 hours</i> )	£15.00	£3.00	£18.00
One off charge when hiring Grand Hall ( <i>Not eligible for any discounts</i> )	£15.00	£3.00	£18.00

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: [bookings@congleton-tc.gov.uk](mailto:bookings@congleton-tc.gov.uk)

**Please Note: Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.**

For larger events, 50+, additional bar space is available, please ask for details.



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

## Room Hire Price List 2022/23

### Private Hire

#### The Grand Hall

<b>Sunday to Thursday</b>	
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday – Thursday – 4 hour block rate (8am-6pm) *	£126.00
Sunday - Thursday – 8 hour block rate (8am-6pm) *	£210.00
<b>Friday &amp; Saturday</b>	
Standard Hourly Rate – up to 3pm (minimum booking of 2 hours)	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate*	£420.00

#### Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (minimum booking of 2 hours)	£34.80
Monday – Friday – 4 hour block rate (8am-6pm) *	£118.00
Monday - Friday – 8 hour block rate (8am-6pm) *	£186.00
Friday ( <i>from 6pm</i> ) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£34.80
One off charge when hiring Grand Hall ( <i>not eligible for any discounts</i> ) *	£30.00

#### Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£18.00
Monday – Friday – 4 hour block rate (8am-6pm) *	£60.00
Monday - Friday – 8 hour block rate (8am-6pm) *	£90.00
Friday ( <i>from 6pm</i> ) Saturday and Sunday Hourly Rate (minimum booking of 2 hours) *	£18.00
One off charge when hiring Grand Hall ( <i>not eligible for any discounts</i> ) *	£18.00

**Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.**

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or email: [bookings@congleton-tc.gov.uk](mailto:bookings@congleton-tc.gov.uk)

All prices are inclusive of VAT

\* Not eligible for resident discount



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

## Weddings

The Grand Hall & Bridestones Suite (ceremony & reception)	£660.00
The Bridestones Suite (Ceremony only)	£480.00

- 1) The hire of the venue for wedding ceremonies **DOES NOT** include the cost of the registrar.
- 2) Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



**Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.**

*(the sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am.)*

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements on **07722 008421** or email: [barandcatering@congleton-tc.gov.uk](mailto:barandcatering@congleton-tc.gov.uk)

**For larger events, 50+, additional bar space is available, please ask for details.**

All prices are inclusive of VAT

\* Not eligible for resident discount



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

## Room Hire Price List 2022/23

**Registered Charities, Voluntary Organisations, Health and Wellbeing Activity**

### The Grand Hall

<b>Sunday to Thursday</b>	
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
<b>Friday &amp; Saturday</b>	
Standard Hourly Rate – up to 3pm (Minimum booking of 2 hours)	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate	£420.00

### The Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00
One off charge when hiring Grand Hall ( <i>Not eligible for any discounts</i> )	£30.00 *

### The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm ( <i>minimum booking of 2 hours</i> )	£15 *
Friday (after 6pm) Saturday and Sunday Hourly Rate ( <i>minimum booking of 2 hours</i> )	£18.00
One off charge when hiring Grand Hall ( <i>Not eligible for any discounts</i> )	£18.00 *

**Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.**

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: [bookings@congleton-tc.gov.uk](mailto:bookings@congleton-tc.gov.uk)

**Please Note: Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.**

**For larger events, 50+, additional bar space is available, please ask for details.**

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# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

## Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

### The Grand Hall

<b>Sunday to Thursday</b>	
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
<b>Friday &amp; Saturday</b>	
Standard Hourly Rate – up to 3pm (Minimum booking of 2 hours)	£44.40 **
Friday & Saturday Block Rate (3pm to 1am) + additional hours charged at the standard hourly rate	£420.00 **

### The Bridestones Suite

Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£30.00 *

### The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£15 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£18.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£18.00 *

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

+ For Parties and Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. **Please note these costs are NOT eligible for discounts.**

**\*\* There are no discounts for Friday & Saturday bookings during the month of December.**

There is a maximum of 3 concessionary rate bookings per year only.

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: [bookings@congleton-tc.gov.uk](mailto:bookings@congleton-tc.gov.uk)

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All prices are inclusive of VAT

\* Not eligible for discount

V3 – Jan 2024



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

## Corporate and Publicly Funded Bodies

### The Grand Hall

Sunday to Thursday	CHARGE	VAT	TOTAL
Standard Hourly Rate ( <i>minimum booking of 2 hours</i> )	£37.00	£7.40	£44.40
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One off charge when hiring Grand Hall ( <i>Not eligible for any discounts</i> )	£25.00	£5.00	£30.00

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4-hour block rate (8am-6pm)	£50.00	£10.00	£60.00
8-hour block rate (8am-6pm)	£75.00	£15.00	£90.00
One off charge when hiring Grand Hall ( <i>Not eligible for any discounts</i> )	£15.00	£3.00	£18.00

**+ For Parties & Evening events SIA registered door staff will be required.** We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

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# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

## Private Hire

### The Grand Hall

<b>Sunday to Thursday</b>	
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
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Sunday - Thursday – 8 hour block rate (8am-6pm) *	£210.00
<b>Friday &amp; Saturday +</b>	
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate*	£420.00

### Bridestones Suite

Standard Hourly Rate (minimum booking of 2 hours)	£34.80
4 hour block rate (8am-6pm) *	£118.80
8 hour block rate (8am-6pm) *	£186.00
One off charge when hiring Grand Hall (not eligible for any discounts) *	£30.00

### Spencer Suite

Standard Hourly Rate (minimum booking of 2 hours)	£18.00
4 hour block rate (8am-6pm) *	£60.00
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One off charge when hiring Grand Hall (not eligible for any discounts) *	£18.00

**+ For Parties & Evening events SIA registered door staff will be required.** We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

**Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.**

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

**Please Note:** Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

\* Not eligible for resident discount

V3 – Jan 2024



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

## Weddings

<p>The Grand Hall &amp; Bridestones Suite (ceremony &amp; reception) *</p> <p><i>This includes:</i></p> <ul style="list-style-type: none"> <li>• Room Hire</li> <li>• Room Set Up</li> <li>• Tables &amp; Chairs</li> <li>• Music &amp; Venue License</li> <li>• Licensed Bar</li> <li>• Lighting (Uplighters matching your colour scheme &amp; Fairy Lights)</li> <li>• Room Breakdown</li> </ul>	<p>£1060.00</p>
<p>The Bridestones Suite (Ceremony only)</p>	<p>£480.00</p>

- 1) The hire of the venue for wedding ceremonies **DOES NOT** include the cost of the registrar. Please refer to Your Ceremony Cheshire East for more information:  
<https://yourceremony.org.uk/planning/>
- 2) As an on the high street venue, SIA registered door staff will also be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Alternatively, you can arrange this yourselves but we will require copies of their SIA registration details.
- 3) Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



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*(the sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am.)*

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements on **07722 008421** or email: [barandcatering@congleton-tc.gov.uk](mailto:barandcatering@congleton-tc.gov.uk)

**For larger events, 50+, additional bar space is available, please ask for details.**

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: [bookings@congleton-tc.gov.uk](mailto:bookings@congleton-tc.gov.uk)

All prices are inclusive of VAT

\* Not eligible for resident discount

V3 – Jan 2024

## CONGLETON TOWN COUNCIL

### TOWN HALL LETTING POLICY

- To ensure the Town Hall facilities are well used by the community, local residents and businesses.
- To allow the Town Hall to contribute to the wider strategic objectives of the Town Council.
- To achieve the correct balance between community facility and commercial undertaking.
- To work with a commercial partner to reduce the operating deficit of the Town Hall

Under the Terms of Reference and delegation approved by Council, the Town Hall and Assets Committee have the following powers in respect of Bookings and Charging:-

- To approve a pricing structure within Budget and Council Policy.
- Recommend the Pricing Structure to Council for approval
- To recommend to Council, a Town Hall Letting Policy.
- To authorise the Chief Officer to let office space within Policy.
- To authorise the Town Hall Administration Staff to accept bookings and the Chief Officer may reject them.
- To delegate costing of room hire, functions and catering to the Administration Staff.
- To authorise the Chief Officer to allow concessions on room hire as set out in this policy.
- To authorise the RFO Support Manager to waive or reduce the booking deposit in the case of public sector bodies (e.g. local authorities, PCT, Health trusts, Police, Fire, Ambulance, Blood Donors,) Local Community Groups and regular commercial customers.

**Commented [SV1]:** Added to ensure final list is reviewed by Council per Regs.

9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.

**Commented [SV2]:** Not required, a purchase order system is in place so no deposit requested.

When revised room hire charges have been agreed by the Town Hall and Assets Committee, existing cost confirmations will be honoured, for which deposits have been received or waived. Costings for unconfirmed bookings for room hire will not be honoured.

Long term bookings will be given 3 months' notice of any changes to room hire charges, except in the case of VAT changes which will be applied immediately from the date of the VAT change.

It is essential that the Town Hall Trading Account accurately reflects income and expenditure incurred, and does not subsidise other parts of the Council's operations. The Town Council will therefore continue to pay rent from its Management Account, and pay for room hire by internal transfer. Similarly room hire by Congleton Partnership is paid for directly from the Partnership Budget, for which the Town Council is the accountable body.

Concessions to Local Voluntary/Community groups are not permitted from the Town Hall Trading Account.

Such help can be given from the Council's grants budget using an appropriate power and therefore part of the grants budget will be allocated for this purpose.

Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.

Local Voluntary/Community groups must be able to produce a copy of their Constitution in order to be eligible for any concessional grant on room hire

~~The 50% concessional grant may be awarded to organisations/individuals raising funds for Congleton Charities, this will only be considered on production of a letter of proof from the Charity~~

Commented [SV3]: Requested as proof.

Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession.

No concessional bookings will be accepted more than 12 months in advance without prior agreement from the Chief Officer, except in the case of weekly/monthly block bookings, weddings, festivals and other significant events.

Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessional bookings in any 12 month period.

~~There will be no concessional grants awarded During December and on Bank Holidays~~

Commented [SV4]: New input per officer discussions.

All rates will include the cost of setting up rooms by ~~Facilities Staff~~Caretaking-staff from the Town Council.

~~Facilities Staff~~Caretaking-staff from the Town Council, the Town Council's Commercial Partner or SIA Registered Door Staff( who may be required in line with our Policy), ~~hired by the Town Council's Commercial Partner~~, will be present at all times.

~~Bank Holidays: A premium of 100% will be charged on top of the standard rate for room hire bookings on Bank Holidays, New Year's Eve and Christmas Eve.~~

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## Weddings

~~Inclusive and tailored wedding packages are available for booking directly through the Town Council's Commercial Partner, Congleton Town Hall Events and Parties. They will arrange both the ceremony and reception, or the reception to support a ceremony conducted elsewhere.~~

Commented [SV5]: SVS thoughts: Removed this as it is not exclusively through the C. (partner

When the Town Hall has been booked for both the wedding ceremony and evening reception, this will include exclusive use of the Town Hall and all side rooms within the set up and clearance times agreed ~~with the Town Council's Commercial Partner~~. Additional set up and clearance hours required by the hirer will be charged at the standard hourly rate.

Catering requirements must be from our Commercial Partner.

Commented [SV6]: Included as new item.

When the Town Hall has been booked for a wedding ceremony only, using either the Grand Hall or Bridestones Suite, the rate charged is for 4 hours room hire and includes set up and clearance times.

## CONDITIONS AND REGULATIONS FOR THE HIRE OF CONGLETON TOWN HALL

(Note Councillors are being asked to consider words – then the document will be designed. Yellow indicates a suggested addition by officers. Light blue raises a question/comment. Changes such as gender neutral language have been made and not highlighted.

We hope you will enjoy the Town Hall experience and will become a regular user. We must have rules of course but you will find us focused on your needs and flexible in how we deliver our services.

### **1. INTERPRETATION**

- 1.1 In these Conditions and Regulations the following expressions have the meanings hereby assigned to them. 'The Council' means the Congleton Town Council. 'The Hirer' means the person or persons or body in whose name the application form is accepted. 'The premises' means the Congleton Town Hall. 'The function' means the purpose for which the premises are hired and includes any dance, concert, stage show, dinner, entertainment, meeting, lecture, bazaar, exhibition, sale, cinematograph show, or other proper use of the premises and shall include the arrival and departure of the public, entertainers and other persons attending or taking part in the function.

### **2. APPLICATIONS**

- 2.1. The Council reserves the right at its absolute discretion to refuse any application without giving any reason for such refusal.
- 2.2 The Council reserves the right to seek discussion with a hirer to be better informed about the nature and scope of the booking.
- 2.3 All applications for the use of the Premises shall be made on the official application form.
- 2.4 Applications will usually be taken no more than 12 months in advance, except in the case of weekly/monthly block bookings, weddings, festivals, other significant events and bookings of more than one-day duration at the discretion of the Chief Officer.
- 2.5 Applications for the hire of furniture and equipment only are not accepted.
- 2.6 The Chief Officer has discretionary powers to submit any application for hiring to the Council for consideration before acceptance or refusal.
- 2.7 Saturday evening bookings will not be allowed to finish later than 1.00
- 2.8 The Town Council does not accept 18<sup>th</sup> Birthday parties.
- 2.9 A 50% deposit of the room hire, or a Purchase Order, is required within 14 days of the receipt of the costings to secure the booking (see 5.2) A provisional booking is held for 14 days.

### **3. SALE OR CONSUMPTION OF ALCOHOL**

- 3.1 The Council, through its bars service (provided directly or through a franchise), holds the right at its absolute discretion to sell alcohol within the premises.
- 3.2 The bar is operated in compliance with the conditions imposed on the Town Hall Premises Licence for the sale of alcohol.
- 3.3 The Hirer shall not permit the sale or consumption of alcohol on the premises except that supplied through the Council's bar for which the licence applies.
- 3.4 The Hirer shall be responsible for compliance with the requirements of the licensee and the licensing laws during a function and shall ensure that alcohol is not brought into the premises by persons attending the function.

### **4. SALE OF FOOD AND OTHER REFRESHMENTS**

- 4.1 All food and non-alcoholic refreshments may only be obtained through the Council's official caterer. The Hirer by themselves or by any other person authorised by them may not provide or sell non-intoxicating refreshments on the premises. The Chief Officer will sanction the sale of food at an exhibition or sale providing it is not for consumption on the premises.



## **5. CANCELLATION**

5.1 Upon confirmation of your booking with Congleton Town Council (CTC) or Mark's Events Ltd (MEL) the commercial partner of CTC, every effort will be made to ensure the booking is carried out in the way agreed. CTC or MEL shall be entitled to cancel the booking without being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered if.

- (a) the Hirer fails to pay for the hire charge in advance of the event on the date agreed
- (b) the Hirer makes an omission from or mis-statement in the application form, which CTC or MEL deem at their sole discretion to be material, or uses the venue for a purpose not listed on the application form that is considered to by the CTC to be unlawful, undesirable or unsuitable.
- (c) the premises become unfit because of damage or discovery of a health and safety risk unforeseeable at the time of booking
- (d) If the Council deems the Hirer to be unfit to organise the function for whatever reason.

5.2 Your booking with us will only be confirmed when the room hire deposit is paid in cleared funds or in the case of a corporate body a purchase order has been received. If you need to cancel your booking with CTC or MEL you shall be liable for the following room hire charges. Time shall be of the essence when paying for or cancelling a booking.

### **Friday Evening and Saturday bookings – terms relate to room hire deposit and cancellation fee:**

- a) More than 365 days' notice of cancellation – deposit will be returned in full.
- b) Between 180 and 365 days' notice cancellation - 25% of the room hire fees will be charged.
- c) Between 90 and 179 days' notice of cancellation 50% of the room hire fees will be charged.
- d) Between 30 and 89 days' notice of cancellation 75% of the room hire fees will be charged
- e) Less than 30 days' notice– the full room hire fees must be met.

### **For mid-week, Friday daytime and Sunday bookings:**

- f) More than 90 days' notice of cancellation – deposit refunded in full
- g) Between 15 – 89 days' notice – 50% of the room hire fees will be charged
- h) Less than 14 days' notice – 100% of the room hire fees will be charged

Officers questioned if this should be increased to 30 days - overall suggest leave as 14 days but councillors may have an opinion.

5.3. The Council at the discretion of the Chief Officer may vary the sum payable in exceptional circumstances or in the event of the rooms being re-let.

5.4 Final payment for events will be invoiced in the month prior to the event and must be paid in full at least 1 week prior to the event. For weekly bookings, the invoice will be issued in the month prior and must be paid in full within the first week of the relevant month.

## **6. CONDUCT AND BEHAVIOUR**

6.1 The Premises must be used only for the purpose for which it is let, and the Hirer shall not sublet or assign the same or any part thereof.

6.2 The Hirer shall maintain and keep good order and decent behaviour in and around the Premises during the Function and shall be responsible for the care and custody of the Premises. The Hirer shall appoint a competent representative to be present during the Function who shall give constant oversight and attention to the observance of these conditions. The name of the representative shall be included in the application form. The Hirer shall provide such stewards as may be required by the Council to ensure the observance of these conditions by all persons admitted to the Premises during the Function.

If the Hirer engages or appoints any of the Council's Staff for any duties in connection with any Function, it shall be on the understanding that the Council have no liabilities whatever in connection with such engagement, and that the duties that shall be undertaken for the Hirer shall not interfere with any duties which should be undertaken for and on behalf of the Council. The Council's Duty Staff shall have full power concerning the safety and security of persons and premises and to direct the removal from the premises of any person or persons who are guilty of disorderly or objectionable conduct or other justifiable reason of similar security. Any stewards or Security staff employed by the Hirer shall be from the Council's approved contractor, who will be qualified and registered by the Security Industry Authority.

**N.B. In the case of an 18<sup>th</sup> Birthday Party the competent representative must be the parent or guardian of the person celebrating their 18<sup>th</sup> birthday.**

#### **Remove if not accepting 18<sup>th</sup> Birthdays**

- 6.3 The Council reserves the right to directly provide stewards for certain functions and to recover any associated costs from the Hirer.
- 6.4 Door sales of admittance tickets will only be permitted subject to the Council's prior formal consent and only until 10.30pm. on the night of the function.
- 6.5 The Hirer shall ensure that no person shall:
- (a) bring, place, or erect any furniture, fitting, electric, limelight or cinematograph appliances, apparatus or lantern; or
  - (b) place or fix any additional or decorative light or any decorations, cotton wool, inflammable material, plants, shrubs, or similar articles; or
  - (c) deposit wax or powder on the floors of the premises; or
  - (d) place, fix or exhibit any advertisement or notice within or without the premises prior to obtaining the previous permission of the Council, who shall be at liberty to impose such conditions as to materials, position, method of fixing, use and subsequent observance and reinstatements as, in their opinion, may be expedient or necessary.
- 6.6 If the Hirer requires the Premises for stage plays or similar entertainment, they shall ensure that no obscene, indecent or immoral song or representation shall be given during the performance.
- 6.7 The Hirer shall ensure that the emission of noise associated with any function shall not be unreasonable and shall contain noise to particular levels where these are formally dictated.

#### **7. CCTV IN OPERAION**

- 7.1 Congleton Town Council has installed CCTV in the Town Hall for the purposes of public safety, deterring crime and reviewing any matters brought to management's attention. CCTV is operated in accordance with the Council's CCTV Policy. Images will be shared with Police if requested due to suspected criminal activity.

#### **8. ELECTRICAL INSTALLATION**

- 8.1 All electrical switchboards and equipment in the Premises shall be under the control of the Council's staff and shall not be used by any other person without staff consent.
- 8.2 No additional electrical apparatus shall be used in the hall by the Hirer without permission and on the understanding that such apparatus shall be suitably fused and protected, connected to suitable sockets and installed by a competent person. Trailing cables are not allowed. Safety covers are available on request.

#### **9. HEATING INSTALLATION**

- 9.1 The heating of the Premises shall be the sole responsibility of the Council and the Hirer shall request the Council's staff to make adjustments as are necessary. The Hirer shall not touch or interfere with the heating equipment.

**10. DAMAGE AND LIABILITY - INSURANCE**

- 10.1 As between the Council and the Hirer, the Hirer shall be fully responsible for any injury, loss or damage whatsoever sustained or suffered by any persons in or about the Premises arising out of or in any way connected with the use of the Premises by the Hirer and the Hirer hereby undertakes so to indemnify the Council, its Officers, Agents and Servants, against all actions, costs, expenses, claims and demands in respect of or in any way connected with any such injury, loss or damage.
- 10.2 Each Hirer shall arrange liability insurance to cover his function activities unless such insurance is waived by the Chief Officer.
- 10.3 In the event of any damage or loss being caused to the Premises or to any fixtures, fittings, furniture or other items belonging to the Council therein during the function and arising out of or in any way connected with the use of the Premises, the Hirer shall at his own expense make good all such damage or loss and in the event of his failure to do so within 14 days after the occurrence thereof the Council shall be entitled to make good such damage or loss and the Hirer shall reimburse the Council all proper costs, charges and expenses in respect thereof.
- 10.4 All the conditions attached to the Premises Licence, allowing the Venue to be used for regulated entertainment and late-night refreshment, shall be duly observed and the Hirer shall indemnify the Council as Licensee against any action, claim, damage or loss which the Council may sustain or incur by reason of any non-observance or breach of any such provisions and conditions by the Hirer or his servants. A copy of such licences may be seen on application to the Chief Officer and the Hirer shall be deemed to have had notice of all such conditions.

**11. SAFETY PRECAUTIONS**

- 11.1 The Hirer shall acquaint himself with the emergency exits and the fire equipment provided and shall have sufficient attendants to effectively evacuate the Premises in the event of fire, according to the predetermined procedures.
- 11.2 The Hirer shall keep every entrance, exit and passage connected with the Premises clear of obstruction and ready for use in the event of an emergency.
- 11.3 Hirers intending to stage plays shall take due care to limit and control the amount and nature of materials and equipment used in the production to safeguard against fire or other hazards.
- 11.4 At all times the Hirer must adhere to instructions given by the Council's officers.

**12. RIGHT OF ENTRY AND INSPECTION**

- 12.1 The Council reserve to its Officers, Police Officers and such other persons duly authorised by it in pursuance of their duties, the right of free and unimpeded access at all times to all parts of the Premises.
- 12.2 The Council shall be responsible for the opening and locking up of the Premises before and after any function.

**13. HIRE CHARGES**

- 13.1 Hire charges are levied in accordance with the official scale of charges in operation at the date the function is held. The Council reserve the right to amend such charges without prior notice. (The Council reserves the right to review the charges for the start of each financial year, 1<sup>st</sup> April)
- 13.2 Hire charges are payable in accordance with the official terms and conditions, in force at the date of acceptance of hire.
- 13.3 Additional charges may be incurred where a function extends beyond the stipulated function hours contained in the application form.
- 13.4 Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.
- 13.5 Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount

- or concession
- 13.6 Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessionary bookings in any 12 month period.
- 13.7 There will be no concessionary grants awarded During December and on Bank Holidays
- 13.8 A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.

Policies added by RFO to bring in line with Letting Policy

**14. COPYRIGHT ACT 1956**

- 14.1 The premises are let on condition that no copyright work or music shall be performed by means of written or spoken word, gramophone records/compact discs/mini discs/cassette tapes or streaming without the consent of the owner of the copyright.,

Suggesting remove 14.1 as impossible to do and covered by PPL/PRS – but if including then add streaming.

- 14.2 The Council has taken up a licence with the PPLPRS (The Music License) (PPLPRSto authorise the use of the Society's copyright music repertoire at all entertainments, including dances and shows held in the Premises. PRS is an organisation which collects licence fees from music users and distributes it to writers and publishers of music. Where copyright music in any form comprises part of the function, the Hirer must furnish to the Council's staff on request, at the cessation of the function a Performing Right Society form of return, duly completed, showing the title, composer etc. of every piece of music played and the date on which the function is held. The form of return will be supplied by the Council. Unless an exemption applies, the fee payable to PPLPRS by the Council, is included in the hire charge made to the Hirer.
- 14.3 PPLPRS (The Music License) is a music industry organisation collecting and distributing public performance royalties on behalf of record companies and performers. The Council holds a licence for playing sound recordings such as streaming, CDs, tapes, and records in public, whether for dancing, as part of a show or for any other purpose, where recorded music is played. Unless an exemption applies, the fee payable to PPL by the Council, is included in the hire charge made to the Hirer, who must provide all necessary details to the Council's staff.
- 14.4 PPLPRS (The Music License) These licences do not cover the Hirer to record any music played at an event (either recorded or live) on to CD, DVD, or any other device. For recorded music the hirer must get permission from individual record companies and in the case of live music from the artist ad the Mechanical Copyright Protection Society who look after the interests of writers and publishers.

**15. ATTENDANCES: LIMITATION OF**

- 15.1 The Hirer shall not permit overcrowding of the premises and in no case shall sell tickets for any Function or allow any persons to attend any Function in excess of the maximum number of persons identified by the Entertainment Licence for the Premises for particular types of events. These numbers may be reduced without notice at the discretion of the Council having regard to the exact nature and format of the event.

**16. COMMUNICATION**

- 16.1 Any notice, demand, or request by the Council to, or upon the Hirer, may be sent by ordinary prepaid post addressed to the Hirer at the Hirer's address given in the application form and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

Advice on 16.1 to be given at the meeting as 99.9% of correspondence by e-mail and need to check the legal position of these.

**17. GENERAL DATA PROTECTION REGULATION**

17.1 The personal data that you have given on your booking form will only be used to contact you for purposes connected with your booking. The Town Council will keep a secure record of the booking for six years in line with our financial regulations and data protection policies

**18. VARIATION OF CONDITIONS AND REGULATIONS**

18.1 The Council reserve the right to vary or alter these conditions from time to time as they think fit.

18.2 The hirer agrees to abide by these terms and conditions, or any amendment issued.

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