

# CONDITIONS OF HIRE

Throughout this document 'BTC' means Bridgnorth Town Council and 'the hirer' means the person who signs the booking form.

## 1. Booking and Payment

1.1 The person who signs the booking form must be over 18 years old and will be personally responsible for the payments incurred.

1.2 BTC will confirm your booking once we receive:

- A signed copy of the booking form
- A signed copy of the terms and conditions of hire
- A non-refundable booking fee of £100

1.3 Cheques to be made payable to 'Bridgnorth Town Council'.

1.4 The full hire fee must be paid in full at least one month before the ceremony date.

1.5 Please note charges are subject to change at the start of each financial year.

## 2. Subletting

2.1 The hirer shall not assign the right to use the room or sublet it in any way.

## 3. General Conditions

3.1 The hirer may bring floral decorations for the ceremony but nothing must be fitted or fixed to the walls, doors etc.

3.2 The hirer shall not interfere with or alter any lighting, heating equipment, seating, fixtures, fittings and furnishings.

3.3 The hirer and guests must not sit on, touch or move any collections within the Town Hall without consent from the Town Clerk.

3.4 No obstructions of the gangways, corridors or fire exits to the building shall be caused by the hirer.

3.5 The hirer shall not, unless expressly authorised:

- Bring any food onto the premises
- Bring or permit to remain on the premises any animals except guide dogs

**BRIDGNORTH TOWN COUNCIL**

**4. Damage to Town Council Property**

4.1 The hirer shall take good care and shall not cause or permit any damage to be caused to the room or any part thereof, or to any fittings, equipment or other property therein or to any other part of the premises.

4.2 Any damage to the premises, fittings, equipment, or any other property of BTC shall be made good by the Council and the cost thereof shall be a debt due from the hirer to BTC and shall be recoverable as such from the hirer.

4.3 The Town Clerk shall be the sole judge of the extent of the damage and will have the final decision on the cost of making good such damage.

4.4 No nails, tacks or anything whatsoever shall be driven into the fabric or the floor of the premises.

4.5 No gas filled balloons are to be used unless securely weighted.

4.6 Only bio-degradable confetti may be used and used only outside.

**5. Cancellation**

5.1 BTC reserve the right to cancel any booking if felt necessary to do so. In such a case all monies will be refunded to the hirer but BTC will not be liable to pay any compensation to the hirer.

5.2 BTC shall not be responsible for injury (including injury resulting in death) or damage to or loss of property/clothing sustained by the hirer or guests entering any part of the premises.

Sign .....

Print name .....

Date .....

**BRIDGNORTH TOWN COUNCIL**

