

**CONDITIONS OF HIRE OF CORN EXCHANGE, TOWN HALL,
MAGISTRATES ROOM LUCAS ROOM AND VERANDAH**

1. **All bookings times are inclusive of setting up and clearing away.**
2. The Trustees reserve the right to charge a non refundable deposit by way of part payment of the hire fee, payable at the time of confirmation of booking. This will be forfeited if any booking is cancelled less than fourteen days prior to the event.
3. **The Trustees also reserve the right to charge a returnable deposit of up to £100.00 in respect of damage, breakages or additional cleaning. Any balance will be returned to the Hirer within fourteen days after the event. The rate for cleaning is a minimum of £10.00 for all or part of the first hour and then £3.00 per ¼ hour thereafter.**
4. The Trustees shall not be liable for any damage to, or loss or theft of any property placed or left in the premises by or on behalf of any person.
5. The Trustees shall not be liable for any personal injury occurring at the premises save in cases where injury is caused by a defect in the premises.
6. Hirers are responsible for insuring their own property whilst it is on the Trustees' premises and must have Public Liability insurance.
7. The Trustees reserve the right to request references.
8. The Trustees reserve the right to stop any event at their discretion which is not being properly conducted, and may if they think fit charge the hirer with any extra expenses incurred.
9. The Trustees, their authorised employees or representatives and the Police and Fire Officers on duty, whether in uniform or not, shall be permitted to have free access to the premises at all times during the continuance of the hire.
10. **No exits or entrances may be blocked, no chairs or other obstructions placed in the corridors or fire appliances removed or tampered with.**
11. The Hallkeeper or his authorised deputy or agent has the authority to refuse admission to the premises of any person considered undesirable and the Hirer shall take steps to implement such refusal.
12. The Hirer shall not permit any activity to take place on the premises which is unlawful or of disreputable character or contrary to public decency or good behaviour or which may in any way endanger any licence held by the Trustees. The Hallkeeper or his agent shall have power to remove any offender.
13. Notice must be given at the time of booking if a discotheque or live music is to be provided.
14. Advertisements
- 14.1 The Hirer shall be entitled to display one sign or banner behind or in front of the large window at ground level. Hooks or fixing pins are available. This sign should be no larger than the window pane and fit within it. The Trustees reserve the right to request removal of the sign if they do not consider that it complies with this condition. Any sign shall be erected on the morning of the hire and removed forthwith at the expiration of the hiring period. Apart from this no signs of any description shall be displayed outside the building. No other sign or banner or notice may be displayed on the building.
- 14.2 One A board of reasonable proportion may be displayed on the Verandah of the premises but must not be deposited on the public highway.
- 14.3 No signs, banners, directional signs or any advertising material shall be displayed anywhere in the area of the West Berkshire Council, advertising any sale, fair or function at the building without planning consent from West Berkshire Council.
15. The Hirer is warned that there are burglar alarms installed on the premises. In particular the staircase to the upper room is "out of bounds" and hirers are asked to ensure that they and the public do not trespass.
16. Hirers are **NOT** to adjust thermostats. If the temperatures are apparently too low then the hallkeepers will be contacted. Tampering with thermostats will be viewed with the greatest displeasure.
17. The Hirers shall indemnify the Trustees from and against all costs, claims, demands, actions and proceedings which may be brought against the Trustees or any employee or agent of the Trustees arising from breach by the hirer, their agents or servants.
18. The whole complex is a No Smoking venue.

It is suggested that people hiring the Town Hall should park in the Town's various car parks and not in close proximity to the Town Hall entrance as this restricts parking for their customers, when applicable.