



# ARUNDEL TOWN HALL

## TERMS & CONDITIONS FOR YOUR WEDDING

**1. Correspondence:** All Correspondence should be addressed to: **The Events Manager, Arundel Town Hall, Maltravers Street, Arundel, West Sussex. BN18 9AP.** Tel: 01903 881562 email: [events@arundeltowncouncil.gov.uk](mailto:events@arundeltowncouncil.gov.uk)

**2. Venue:** In all correspondence, advertising and publicity, 'the venue' is Arundel Town Hall.

**3. Regulations:** All hirers are bound by statutory rules and regulations governing use of the accommodation which are deemed to be incorporated in these conditions.

**4. Payment: Bacs** should be made payable to Arundel Town Council.

**5. Booking procedure and charges:** The following procedure for bookings and payment of charges shall apply to all bookings other than regular weekly and monthly hiring for which separate arrangements will apply.

**a). Hire charges:** The charges for the hire of the accommodation shall be those advertised in the brochure/website.

**b). Additional Charges:** Additional charges will be due from the hirer for breakages or damage to fixtures, fittings and equipment or damage to the structure of the building, or additional hire time (i.e. where the Hirer enters or leaves the building before or after the agreed times as set out in the booking form) and for additional cleaning if the Hirer has left the premises in an unacceptable condition or for any other item as referred to in these conditions.

**c). Provisional booking:** Provisional bookings will be accepted and held open for a period of 14 days.

***Provisional bookings not confirmed within 14 days will be deleted from the diary.***

**d). Confirmed booking and deposits:** A booking will only be confirmed by the Council upon receipt of the Booking Form and a signed copy of our Terms and Conditions of Hire together with the deposit.

***The booking deposit is non refundable in the event of cancellation.***

**e). Payment of hire charges:** The Council will invoice the Hirer once the non refundable deposit, booking form and terms and conditions are received. The remaining balance has to be made 28 days before the hire date in accordance with the details provided on the booking form. Otherwise the Council may cancel the booking and retain the deposit.

### **Fully Exclusive Bookings only:**

**Damages Deposit by Hirer and the agreed Caterer:** Two weeks prior to the event a deposit of £200.00, in the form of a bacs transfer will be required as security against loss or damage to the Town Hall or its facilities. The money will be held as a security deposit. The money shall be returned to the Hirers following the event providing there is no evidence of loss or damage to Council premises, fixtures, fittings or equipment. Your chosen agreed Caterer, if unknown to the Council, will also be asked to pay two weeks prior to the event a deposit of £200.00.

### **6. Cancellation of Booking by Hirer/s:**

i). All cancellations must be in writing and signed by both hirers.

ii). If a cancellation is received within 90 days of the date of hire, the full cost of hire will be due.

iii). Cancellation of the booking will be effective from the date written notice is received by the Council.



## **7. Cancellation of the booking by the Council:**

Hirers are advised that The Council reserves the right to cancel any event to be held in the Town Hall. This right would not be used other than extreme circumstances beyond The Council's control, for example, storm, fire or accident damage to the building, classing it as a dangerous structure. In the event of such a cancellation the Council will refund all charges paid by the Hirer and that shall be the extent of the Council's liability. The Council reserves the right to cancel the booking if any information for the booking is later found to be incorrect or infringes the Council's hire conditions in any way.

**8. Numbers of Persons:** The Hirer must limit the numbers in attendance to that agreed with the Events Manager at the time of hire and as indicated on the booking form.

**9. Maintenance of Good Order:** If required by a member of the Town Hall staff, the hirer will ask any person causing harassment alarm or distress to leave the building. The Council authorises Town Hall staff to call for police assistance if necessary.

**10. Substance Misuse:** The Town Council has a Zero Tolerance Policy on drugs and other substance misuse. Staff are instructed to call the Police immediately in the event of suspicious or disruptive behaviour arising from substance misuse.

**11. Smoking:** Smoking is not permitted within the Town Hall Building at any time.

**12. Personal injury and loss of or damage to the property:** The use of the Town Hall and the equipment, facilities and amenities (including the cloakrooms) is permitted entirely at the Hirer/ User's own risk and the Town Council shall not be liable for any personal injury to any user or for any loss or damage to any user's property. The Hirer must ensure that adequate provisions are made for the supervision of children at all times on the premises.

**13. Catering services:** Catering services within the Town Hall are limited to a small kitchen/servery and the Car Park. Use of these area may be allowed to caterers or the Hirer as required. Under no circumstances shall any food preparation take place in any other part of the Town Hall. For full details please contact the Events Manager on tel: 01903 881562.

## **13. Alcohol and Entertainment Licence:**

a). Under Licensing Act 2003 Arundel Town Hall is a licensed premises. The sale/supply of all alcohol is subject to licensing laws. It is an offence to supply alcohol to persons under 18 years of age. It is the policy of Arundel Town Council to implement the 'under 21 rule', if any person appears under the age of 21 they **will be asked for proof of age**.

b). Conditions applied to the Licence restricts the use of strobe lights and disco's within the Holmes Chamber only. Sound limiters will monitor the level of sound in the Holmes Chamber and cut off electricity supplies automatically in the event of the level breaching pre-set limits. No smoke machines are allowed.

**14. Exits and Entrances:** All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block these or any other entrances to the Town Hall either internally or externally.

**15. Fire regulations and procedures:** The Hirer must familiarise themselves with the current fire regulations and procedures in place within the premises.

**16. Indemnity and Insurance:** The Hirer shall, during the period of hire, be liable and shall indemnify the Council against any liability, loss, claim or proceedings arising under any statute or common law in respect of any default or injury caused to any persons directly or indirectly associated with the hire and which shall occur while any such person is in or upon the premises for the purposes of the hire or any loss or damage which is sustained by any such person in consequence of any such default or injury other than that which has arisen as a result of the negligence of the Council.

Hirers are advised to consult their insurers in order to safeguard themselves in the event of their being held liable for any claim, demand, action or proceedings in this respect.



**17. Decorations, Candles, Confetti, Table Confetti and Balloons:** All decorations provided by the Hirer must comply with fire regulations and be agreed with the Events Manager at the time of booking. Decorations may not be attached to the fabric of the interior or exterior of the building without the agreed consent of the Events Manager at the time of booking.

*It is not permitted to use confetti or light candles within the Town Hall premises or its environs.*

**18. Complaints:** Any complaints by the Hirer in any respect should be addressed to the Town Clerk.

**19. Change of regulations:** The Council reserves the right to amend these terms and conditions at any time.

**20. Unlawful or Illegal Activities:** The hirer shall not cause or permit any hired facility to be sued for any unlawful or illegal activity. Under the Counter Terrorism and security Act 2015, the hirer shall not allow the premises to be used to disseminate extremist views. If it appears likely to the Council that such activity will take place during the proposed hiring, the Council shall have the power to cancel the hiring immediately and any payment made of fees and the charges will be forfeited. The Council reserves the right to report evidence of illegal activities on the premises to the Police and assist in their enquiries.

A copy of these Terms and Conditions must be signed by the Hirer acknowledging they have read and accepted all that is contained within and in particular they have understood that a breach of clauses 7, 8 and 9 may cause the event to be terminated.

We strongly advise that Hirers consider the protection of Cancellation Insurance in the event of any unforeseen circumstances.

**Printed name of Hirer/s**

**Signature of Hirer/s**

**Today's date**

1. -----  
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2. -----  
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**DATE OF YOUR WEDDING:** -----

Please return to:

**Arundel Town Hall**

**T.01903 881562**

**Maltravers Street, Arundel**

**[E.events@arundeltowncouncil.gov.uk](mailto:E.events@arundeltowncouncil.gov.uk)**

**West Sussex.BN18 9AP**

**[www.arundeltowncouncil.gov.uk](http://www.arundeltowncouncil.gov.uk)**