

## RUSHDEN HALL - CONDITIONS OF HIRE

1. Rushden Town Council reserves the right to cancel or refuse any booking.
2. Rushden Town Council reserves the right to refuse bookings for certain types of events and do not allow disco equipment within Rushden Hall, but permitted within the Walled Garden.
3. A Public Entertainment Licence is held by Rushden Town Council in respect of Rushden Hall and the Walled Garden, the conditions of which are available on request. Any other licence or permission required by any statute, regulation or bylaw in relation to the proposed use of the building is the responsibility of the Hirer.
4. Advice on licensing and musical entertainment as well as food storage and preparation (if catering is involved) is available from the Environmental Health Department (Telephone 0300 126 3000).
5. The Hirer is not permitted to charge admittance to any function, unless previously agreed with Rushden Town Council.
6. Throughout the period of hire the Hirer must not act in a way, which will cause neither, a nuisance to others nor which will prejudice Rushden Town Council in any way.
7. The Hirer will indemnify Rushden Town Council against any claim whatsoever arising out the Hirer's use of the premises.
8. All booking times must be adhered to and all music must cease before 11.00pm. Special arrangements for any necessary earlier access (such as by caterers) must be made in advance and will be charged at the appropriate hourly rate. **The premises must be vacated by not later than 12.00 midnight. A charge of £50.00 per hour or part of an hour will be charged where the premises are vacated after midnight.**
9. Up to 20 tables (2' x 4') and 50 chairs are available. The Hirer is responsible for setting out any furniture required and for returning the furniture after use to the position in which it was found. The Hirer is also responsible for ensuring that the rooms, furniture and any kitchen equipment used are left in a tidy condition. All refuse should be bagged up and disposed of by the Hirer.
10. Nothing, whatsoever, may be fixed by any means to any walls, doors or other surfaces in the public rooms at Rushden Hall.
11. An Indemnity Fee of £260.00 will be required as a deposit upon application for any booking at Rushden Hall and which will be presented at the bank. The Indemnity deposit will be refunded within 21 days of the return of an Inspection Form, which is to be completed by the Site Supervisor at Rushden Hall. The Hirer (or the Hirer's representative) must also sign the Inspection Form and is advised to accompany the Site Supervisor on the inspection of all rooms used. **A deduction may be made from the Indemnity deposit if any damage is caused to the premises, or if Rushden Town Council is required to carry out exceptional cleaning (e.g. wine stains on carpets, etc.).**
12. The hire charge must be paid in full at least 1 month before the date of the function. In the event of a cancellation by the Hirer 1 month or less before the function a refund of 50 per cent of the booking fee will be made.
13. The standard hire charge includes insurance to provide cover for the Hirer under Rushden Town Council's insurance policy for public liability and accidental damage to the premises and contents in connection with the Hirer's use of the premises, up to a limit of £5 million. Full details of the insurance cover are available on request. Rushden Town Council's insurance policy excludes commercial or business organisations that will be required to supply evidence of alternative insurance cover to the satisfaction of Rushden Town Council.
14. It is contrary to the park bylaws for unauthorised vehicles to be taken into the grounds of Hall Park. Vehicles may park in the following car parks:
  - The car park located immediately behind Rushden Hall is available for use (with approximately 15 spaces).
  - Hall Park car park (which is a gravelled area with approximately 45 spaces) is situated off St Mary's Avenue and has access to Rushden Hall Park. This car park is normally locked at dusk (actual time depending on the season). Hirers requiring access to this car park after dusk should indicate on the application form. **Rushden Town Council accepts no responsibility for vehicles parked in the public parking areas.**
15. The Hirer must familiarise themselves with the Fire Safety Precautions as supplied with the booking application form and satisfy themselves that the escape routes within Rushden Hall are unobstructed.

**Marquees in the Walled Garden are the responsibility of the Hirer at all times, and adequate security must be provided. Rushden Town Council accepts no responsibility. Bouncy castles and inflatables will only be permitted in the Walled Garden upon evidence of the necessary Health & Safety documentation.**

***These Conditions of Hire are not exhaustive and are subject to change at the discretion of Rushden Town Council***