



## **TOWN & MANOR OF HUNGERFORD & LIBERTY OF SANDEN FEE**

### **Town Hall Complex – Conditions of Hire**

- All glass bottles are to be taken by customers unless a fee of £25 is paid.
- Tables are available for hire at £2 each and chairs at 50p each.
- A Room can be set up on behalf of the Hirer for a fee of £25 per hour, with half hour payments available. A detailed layout plan must be provided to the Events Manager at least 3 days prior to the event.
- Hirers are welcome to set up the Room themselves. The requested number of tables and chairs will be left out, along with a plan clearly marking fire exits that must not be obstructed.
- Chairs must be left stacked up in groups of 12, placed neatly in one corner of the Room.
- The Room must be left swept and as it was found, unless it has been previously agreed with the Town Hall that the Hirer will pay for it to be cleaned after the event. The rate for cleaning is £15 per hour, with a maximum of 2 hours charged for events held in the Corn Exchange – the complex's largest Room.
- The kitchen must be cleaned and left as it was found. Should the kitchen require cleaning after an event, a charge of £50 will be levied.
- If the booking is for less than £100 then a deposit/holding deposit of £50 will be taken. The Veranda (Town Hall Steps) is the only area that is not subject to this charge.
- On hiring the Town Hall – a Condition of Use Contract must be signed as accepted.
- A Special Damage Deposit of £100 must be paid when only hiring the kitchen.
- Kitchen rules are displayed inside the kitchen and must be adhered to.
- For a '3 day hire' a deposit of £400 is required.
- Any exception to these conditions must be acquired in writing from a representative of the Town & Manor.

### **Deposit Terms & Conditions**

Cancellations policy for whole day or multiple day bookings. If a booking is cancelled within:

18 – 13 months of the event date – 50% of the deposit will be returned

12 – 10 months of the event date – 35% of the deposit will be returned

9 – 7 months of the event date – 15% of the deposit will be returned

5 months of the event date – no deposit will be returned

A booking deposit of £50 will be taken for bookings costing £100 – £200

A booking deposit of £100 will be taken for bookings costing £200 – £1,000

A booking deposit of £200 will be taken for wedding ceremonies and bookings costing over £1,000 and/or for bookings of more than one day's use of the building

For bookings of less than £100, full payment must be taken at the time of booking – this fee is non-refundable in event of cancellation.

Times and access to the building can be organised with our **Events Manager, Dani Winslet.**

**Tel 01488 647334 or 07880 311731 Email: [events@townandmanor.co.uk](mailto:events@townandmanor.co.uk)**

**Town Hall, High Street, Hungerford, Berks RG17 0NJ**