

CONDITIONS FOR USE OF THE TOWN HALL

1. **Bookings**

All bookings must be by written application to the Town Clerk stating name and address of Organisers and the exact purpose of the intended use.

2. **Posters**

Posters or notices must not be affixed to any part of the Town Hall or Undercroft or to the columns, but free standing posters may be placed in the Undercroft during the event, as long as they do not cause any obstruction. Any damage caused by unauthorized fly posting will be charged for.

3. **Licences**

No music or dancing may take place inside the premises; if alcoholic drinks are to be served against any kind of payment, an Occasional Licence may be required (refer to Shepway District Council, Castle Hill Avenue, Folkestone) unless an appropriately licensed caterer is used.

Special activities such as Lotteries or cash collections require special consent (refer to Secretary and Solicitor's Department, Shepway District Council).

Organisers must verify in advance whether any other permissions of Licences are required by reason of the proposed activity.

4. **Interior**

The Town Hall Chamber is strictly a No Smoking Zone and naked flames (i.e. candles) are also strictly forbidden.

All hirers of Town Council property are responsible for ensuring that all electronic and electrical equipment brought in for use has been PAT tested on an annual and up-to-date basis.

Prior permission is required for the use of electrical apparatus other than that already in the Hall.

Tables must be covered if anything is to be placed on them which could cause damage.

The use of crockery can be arranged by prior application and must be left in a clean condition. Organisers must accept responsibility for any loss or damage.

5. Organisers will be expected to take all necessary measures to ensure that the event is carried out in an orderly fashion and that no danger, nuisance or annoyance will be caused; that all items brought in for the event are removed from the premises at termination and that the Hall is left in a clean and tidy condition.

on behalf of (Organisation)