

Uckfield Town Council



Uckfield Civic Centre - Conditions of Use and Hire

1. All correspondence should be addressed to:

The Town Clerk
Uckfield Town Council
Uckfield Civic Centre
Uckfield
East Sussex TN22 1AE

2. VENUE

In all correspondence, advertising and publicity, users must refer to the venue as Uckfield Civic Centre, Uckfield, East Sussex. TN22 1AE

3. REGULATIONS

All users are bound by the rules and regulations governing use of the accommodation which are deemed to be incorporated into these conditions.

Hirers must be over 18 years of age.

4. BOOKING PROCEDURE

Making an enquiry: to check availability of rooms and dates for the Civic Centre, please telephone 01825 747790.

To assist our staff, please have the following information available:

- Date(s) required
- No. of people attending
- Start and end times for the event(s)

Staff will be able to advise you of available rooms and will make every effort to accommodate your event.

Making a booking:

If a room is available for your preferred time and date, additional information will be needed to make your provisional booking:

- Your name
- Your company/organisation (as appropriate)
- The address for both booking form and invoice
- Contact telephone numbers
- Brief details of the event

You will then be sent, by post, a 3-part booking form, an additional equipment form, a layout form and a catering form. A provisional booking can only be held for 14 days.

You should complete and return the forms within 14 days, including all 3 parts of the booking form, to the Council Offices who will then process your booking.

You will be sent a confirmation of your booking.

5. PAYMENT

An invoice for the hire charge payable will be sent to you at least 28 days prior to your booking, and should be paid within 14 days.

The Council reserves the right to refer all outstanding invoices to a debt collector. The Council's policy will be adhered to at all times.

6. HIRE CHARGES

The charges for the hire of the accommodation shall be those determined from time to time by the Council and as laid out in the Charges leaflet made available to all hirers.

The Council's current policy is to review charges annually with effect from 1st April each year. The Council shall give the hirer written notice of such increase (sent to the address on the booking form) and the hirer shall have the right to cancel the booking within 15 days of the notification of the change of hire charges.

7. ADDITIONAL CHARGES

Any other charges due from the hirer in addition to the charges referred to above shall be invoiced to the hirer by the Council as soon as is practical after the date of the hire. Payment of additional charges should be made within 14 days of the date of the invoice.

The term "additional charges" shall include all costs due for breakages, damage, additional hire time, additional caretaking time or for any other item referred to in these conditions.

8. CANCELLATION BY HIRER

All cancellations must be in writing.

If the hirer cancels the booking within 14 days of the hire date, then the Council shall be entitled to the hire charge as previously invoiced.

Cancellation of the booking shall only be effective from the date upon which formal written notice thereof is received by the Council at its offices.

9. CANCELLATION BY THE COUNCIL

The booking is accepted by the Council on the basis of the information supplied by the hirer on the booking form and should any of

that information be found to be not correct in all respects the Council reserves the right to cancel the booking.

Upon cancellation by the Council arising from the hirer's non-payment of the hire charge or for circumstances referred to in the paragraph above, the Council will be entitled to recover from the hirer the hire charge.

If for reasons beyond the control of the Council, the Council is unable to provide the facilities on the hire date, the hire fee shall be refunded and that shall be the extent of the Council's liability.

Should the Green Room be required in conjunction with a production in the Weald Hall this booking will take precedence. The other booking would if possible be found alternative accommodation at the original price.

A hirer booking half the Weald Hall should be aware that a booking for the whole of the Weald Hall will take precedence over a partial room requirement although cancellation notice of two months will be given where possible.

10. PURPOSE OF HIRE AND SUBLETTING

With the previous written consent of the Council the accommodation shall not be used for any other purposes or in any other manner than that stated on the booking form. The hirer shall not, without written consent of the Council, underlet or part with possession of the accommodation or any part thereof to any other person or organisation.

11. SERVICES AND ALTERATIONS

No additions shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building or to any of the installations, furniture, fixtures or fittings or other property of the Civic Centre, and no equipment or materials requiring attachment to the fabric of the Civic Centre shall be installed except with the prior express written permission of the Town Clerk and upon such terms and conditions as shall be stipulated and to the entire satisfaction and under the supervision of the Town Clerk.

12. MAKING GOOD OF DAMAGE

The cost of making good any damage from breach of paragraph 10, as of any other of

the conditions, shall be determined by the Town Clerk, whose decision shall be final and such costs shall be payable by the hirer within 14 days of being sent a written demand for payment.

13. RIGHT OF ENTRY

The Town Council reserves (for any authorised officer, whether of the Council, Police or Fire or other statutory authorities) the right of entry at all times to the Civic Centre, and the right to require the hirer to refuse admission to, or remove from the Civic Centre, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or offices, may cause danger or damage to the Civic Centre or users thereof.

14. MAINTENANCE OF GOOD ORDER - PROVISION OF STEWARDS

The hirer shall ensure that no undesirable person(s) be permitted to enter, remain or otherwise make use of the accommodation. The Council reserves the right, through the management or other officer of the Council, to require the hirer to remove or cause to be removed, any person(s) from the accommodation without giving any reason for doing so. The hirer shall be responsible for the maintenance of good order and ensuring adequate responsible persons for the proper supervision of the function.

15. PERSONAL INJURY AND LOSS OF/OR DAMAGE TO PROPERTY

The cloakroom will be in the care and custody of the hirer who must provide necessary attendants and be responsible for any mistake, loss or damage which may occur. The use of the Civic Centre and the equipment, facilities and amenities is permitted entirely at the 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 (whether they be the hirer, employee, invitee or associate of the hirer).

16. EXITS AND ENTRANCES

All emergency exits shall be kept permanently unlocked during the period of hire and the hirer shall not close or block any other entrances or exits to the Civic Centre (internal or external)

Corridors and lobbies should be kept clear at all times and visitors to the building should not block any route through the building.

17. INDEMNITY AND INSURANCE

The hirer shall be liable for and shall indemnify the Council against any liability, loss, claim or proceedings whatsoever arising under any statute or at any common law in respect of any default or injury howsoever or by whosoever caused or to persons which shall occur while such a person is in or upon any part of the premises, or in respect of any loss or

damage suffered or sustained by any person in consequence of any such default or injury other than arising from the Council's negligence.

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

The Council reserves the right to require any hirer to produce evidence that the necessary insurances referred to above have been taken out and are in force at all material times.

The Council reserves the right to require sight of a current Appliance Test Certificate (PAT test certificate) for any additional electrical equipment the hirer wishes to bring into the Civic Centre.

The Council reserves the right to require the hirer to complete and return a risk assessment (fire safety) form prior to the hire date and to make appropriate recommendations to ensure the health and safety of both visitors to the Civic Centre and Council staff.

18. CATERING SERVICES

Catering facilities within the Civic Centre are operated by Luxfords Restaurant. All alcohol, beverages and food consumed must be purchased on the premises unless otherwise agreed in writing.

Full details are available from the catering manager on 01825 761659.

19. LIQUOR LICENCE

Luxfords Restaurant has a full on-licence.

Full details are available from the catering manager on 01825 761659.

20. BROADCASTING AND FILM RIGHTS

No person or body hiring any part of the Civic Centre shall grant broadcasting (radio or television) or films rights without the prior written consent of the Town Clerk. If such consent is given the Council reserves the right to take part in any negotiations, to be party to the terms of and conditions of any agreement reached and to share in any income and publicity derived therefrom.

21. PUBLIC PERFORMANCE AND COPYRIGHT WORKS

There shall be no infringement of copyright during the period of hire and the hirer hereby agrees to indemnify the Council in respect of any liability arising from infringement. The hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.

22. MUSIC AND DANCING

The hirer shall observe all Acts of Parliament, Regulations and Byelaws applicable to public entertainment including music, singing and dancing in public places.

23. FLYPOSTING

The practice of displaying posters on vacant shop premises, street furniture, builders hoardings, trees, etc, without the consent of the local planning authority is illegal and makes the offender liable, on summary conviction, to substantial penalties. The unauthorised display of posters may result in the cancellation of the hiring to which the posters refer, and would certainly be taken into account when considering future bookings of any Town Council premises.

24. LOTTERIES, RAFFLES AND GAMING

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in the Civic Centre, except those games made lawful by the Betting Games and Lotteries Acts and then on if the appropriate statutory provisions are complied with.

25. COMPLAINT

Any complaint by the hirer in respect of the use of the Civic Centre or of the arrangements herewith shall be made to the Town Clerk in writing within 7 days of the date of the hiring.

26. CHANGE OF REGULATIONS

The Council reserves the right to amend these conditions and Regulations at any time (providing that the hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

NOTE – reference to the Council in these Conditions shall refer to all action taken by its Town Clerk or any other duly authorised Officer.

Should you require further information or clarification on any of the terms and conditions, please contact :

*The Town Clerk
Uckfield Town Council
Uckfield Civic Centre
Uckfield
East Sussex
TN22 1AE*

*Tel: 01825 762774
Fax: 01825 765757
Email: townclerk@uckfieldtc.co.uk*