



## DOVER TOWN COUNCIL

### CONDITIONS OF HIRE

#### Maison Dieu House Meeting Rooms

1. All bookings should be made in writing; e-mail is acceptable and will not be deemed as confirmed until written acknowledgement has been issued.
2. Smoking is prohibited in all areas except in the designated smoking area which is located in the courtyard.
3. The Hirer shall be restricted to those rooms specifically hired and shall not make use of other rooms in the building.
4. Hiring charges include the heating, lighting and fittings and furniture to accommodate the users indicated on the booking.
5. The Hirer will be responsible for the costs associated with any damage caused to the building or its contents (including glassware, crockery and electrical items).
6. If used, the kitchen area must be left clean and tidy and any crockery/cutlery used left clean at the end of the function. A dishwasher is available.
7. If alcohol is served at a function, it must not be sold or charged for unless an appropriate licence has been obtained from Dover District Council. A copy of the agreed licence must be provided prior to the event. Alcohol may be supplied as a raffle prize provided it is a sealed container.
8. Live or recorded music may only be played with the prior permission of the Council. The hirer is responsible for obtaining the necessary licences for the playing of live and/or recorded music. A copy of all licences is to be supplied to the Town Council prior to the event.
9. Layout of the furniture in the room is the responsibility of the hirer. Please note, furniture should not be moved without prior permission.
10. At the end of the hiring, rooms should be left as found, in a clean and tidy state.
11. Hirers are responsible for supervision and control of any children or any animals at an event.

12. Nothing is to be attached to the walls, doors or ceilings. No confetti or similar products shall be thrown inside the building.
13. No candles or other naked flames are to be used.
14. The Town Council furniture in the Council Chamber must not be tampered with. With exception to tables and chairs.
15. All items belonging to the hirer must be removed promptly at the conclusion of an event. The Hirer will also be responsible for the removal of abnormal amounts of refuse.
16. Bookings will not be accepted from political organisations or those with strong political links.
17. The Town Council reserves the right to refuse any booking at any time without giving reasons.
18. Hirers using the facilities during office hours must be mindful that the building is a working environment and noise should be kept to an acceptable level.
19. ALL GOODS AND BELONGINGS BROUGHT INTO THE BUILDING ARE ENTIRELY AT THE RISK OF THE HIRER AND GUESTS. THE TOWN COUNCIL ACCEPTS NO LIABILITY FOR BELONGINGS LEFT ON THE PREMISES.
20. The maximum number of persons admitted to the premises shall not exceed 100.
21. A DESIGNATED PERSON SHOULD REMAIN IN THE RECEPTION AREA TO DIRECT GUESTS ON ARRIVAL. All guests are to sign in case of emergency.
22. Hirers must brief guests on the fire evacuation procedures at the start of each event - (which are available in the venue).
23. Any member of staff on site during the function shall be allowed access to any room being hired.
24. Charities/Voluntary and Community groups who receive a concessionary rate of hire will be limited to 6 free days or part days hire in any 12 month period.
25. 50% deposit will be required at the time of booking with the balance paid at least two weeks prior to the function. If the function is cancelled the following conditions will apply: -  
  
More than 6 months' notice prior to the function, £50 administration charge will be deducted from the deposit and the balance returned.  
  
Less than 6 months' notice prior to the function, full deposit is forfeit.  
  
In cases where the full amount has been paid and the function is cancelled within the four weeks prior to the function then the full amount is forfeit.
26. All charges are liable to revision, but cost of a confirmed booking will be honoured.
27. Any of the above conditions may be waived or added to at the discretion of the Town Council. Any instructions of the Town Council and Town Council staff concerning the hiring is to be followed.