

Booking Conditions:-

1. The amount of the letting fee is determined by the approved schedule of charges applicable at the date the accommodation is used. The current letting fee is payable when the booking is made.
2.
 - a. The request for accommodation by the Town Council must take priority although attempts will always be made to avoid changes or cancellations
 - b. The Clerk or the person so authorised may adjust the bookings and rooms allocated in the interest of those using the premises,
 - c. The use of any particular activity room cannot be guaranteed but attempts will always be made to meet the hirees' reasonable requirements.
 - d. ***Parking for hirers of the building is not guaranteed.*** Where parking is available, users are requested to park ***with due consideration for other users of the building and not outside any exists for the building.***
3. In line with other public and government buildings, the Manor House now operates a NO SMOKING policy throughout the entire public area of the building. Those patrons wishing to smoke must leave the premises.
4. Bookings by individuals, clubs or associations implies liability by that individual, club or association for damage by him (or her) or any of the members of such club or association to the structure of the premises and its contents or equipment or the equipment of any other members, groups or invitees. For functions, etc., the full booking fee and an additional refundable deposit of £50.00, held against breakages and excessive cleaning, ***is payable at the time of booking. Bookings will not be confirmed until the full booking fee and deposit have been paid.***
5. ***Discos are not permitted*** in the Manor House unless they are part of a larger function.
6. No dangerous or highly inflammable substances are to be brought into the premises without the Council's approval. No smoke machines of any kind are to be used within the building.
7. No dogs (other than guide dogs) are to be brought into the premises without the Council's approval.
8. Electrical equipment shall only be connected to power points.
9. All those using the premises are expected to use the accommodation and its contents in a reasonable way and if they do not do so may be requested by the person in charge to leave forthwith.
10. No-one should attempt to alter the central heating or any electrical fitting or furnishings without the sanction of the Council.
11. All outside equipment brought to the premises by any individual, club or association will be at the risk of that individual, club or association.
12. The Town Council will not be responsible for any belongings money or valuables of any description brought into the premises by anyone. All such items are at the owners' risk entirely. *Users should arrange their own appropriate insurance.*
13. All users are required to leave the premises *within 15 minutes* of the conclusion of the time booked.
14. All persons using the premises do so at their own risk and the Town Council, its officers and employees can accept no liability whatsoever for personal injury howsoever caused while in the premises or any of its surrounding land or approaches.
15. Where arrangements have been made for chairs and tables to be provided they will be left in the room booked in the manner requested whenever possible but ***this cannot be guaranteed*** as staff may not always be available at the appropriate time.
16. Alcoholic beverages **MUST NOT** be sold on these premises without an Occasional Liquor Licence. This includes alcoholic beverages sold with a meal as part of an entrance ticket to any event or through outside caterers, unless those caterers hold an Occasional Licence for the event. *Any violation of this condition (14) is a criminal offence and may result in prosecution by the Police*