



Dursley Town Hall and Market Place

General Conditions of Hire

1. The hirer must be at least 18 years of age and be present through the whole period of hire. Completion of the Booking Form confirms acceptance of the conditions of hire.
2. **During the period of hire, the Hirer is responsible for the following:**
 - a. Collecting the key for the Dursley Town Council office (Jacob's House, Castle Street, Dursley GL11 4BS).
 - b. Any damage to the buildings, its fixtures, fittings, furniture, and contents caused by them or anyone associated with the use of the premises.
 - c. Complying with all licensing regulations including entertainment, catering or alcohol related.
 - d. Ensuring that no adhesives or fixings are applied to any part of the building under hire.
 - e. Ensuring that the tables and chairs in the Town Hall are only used in the Town Hall and are not taken downstairs to the Market Place.
 - f. Restricting the maximum number of people present in the Town Hall at any one time to 80.
 - g. At the end of the hire period, ensuring that all parts of the building that have been used are left in a clean and tidy condition, all lights and the convector fires are switched off, both the front doors locked and building left secured.
 - h. Returning the keys to the Town Council office before 11am the next working day.
3. **Bookings must be made in writing on the official booking form. Hirers should note:**
 - a. The booking is confirmed only on payment of the appropriate booking fee.
 - b. For a single booking, the booking fee is refundable only if cancellation is made in writing at least 7 days before the period of hire.
 - c. For a series of bookings (three or more) the booking fee is refundable only if the cancellation is made in writing at least 28 days before the start of the period of hire.
 - d. Bookings may be made no more than one year in advance.
 - e. Lost keys will be charged at £150.
4. **The Trustees accept no responsibility or liability:**
 - a. For the loss to the hirer or any other persons, however arising, because of the non-availability of the Town Hall or Market Place.
 - b. To the Hirer or any other person or their property or to any third parties for any claims arising in any way from the use of the building by the Hirer.
 - c. For any licenses that might be required for the uses for which the Town Hall or Market Place have been hired.
5. The hirer is responsible for arranging adequate insurance cover for the event including public liability, copies of which must be sent to Dursley Town Council before the event opens to the public.
6. The Trustees reserve the right to refuse any booking that they consider unsuitable without specifying the reason.
7. For the purposes of communication, I agree to my name, address, contact number and email being held on the Council's computer system. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act. The Council's Privacy Notice is available on www.dursleytowncouncil.gov.uk or from the Council Office.