

**STANDARD CONDITIONS FOR HIRE OF THE GUILDHALL
FORECOURT, SANDWICH, KENT**

Application for use of Forecourt

Permission to use the Guildhall Forecourt for any purpose can only be granted by the Trustees of Sandwich Toll Bridge Fund.

A written request should be sent to the Trustees for use of the Forecourt, you should detail the purpose, period of hire, and any extra provisions:

Trustees of Sandwich Toll Bridge Fund
Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH
Email. sandwich@tollbridgefund.org.uk

Conditions of Hire

1. The Forecourt

The area of the 'forecourt' is that which is laid with cobble stones. The concreted route around the forecourt must not be obstructed in any way.

The use of the loading bay, archway and Mayor's parking space can be used with the prior approval of the Mayor and Town Clerk. The police bay and disabled parking bay are the responsibility of Dover District Council, the hirer should contact DDC directly if they wish to request use of them.

2. Risk Assessment & CRB Checks

It is the responsibility of the Hirer to carry out a risk assessment for their event and to ensure that suitable Criminal Records Bureau (CRB) checks are in place when minors are to be in attendance.

3. Use of Electricity

The use of electricity can be requested from the Trustees.
The use of electricity will be metered and an invoice will be sent to the event organisers for the actual electricity consumed during the period of hire. Units of electricity will be charged at the current rate paid by Sandwich Toll Bridge Fund. The hirer of the forecourt should provide the necessary electricity cables and take all responsibility for their safe usage.

4. Stewards

There must be two allocated Stewards who are present throughout the event whose contact details will be known to the Guildhall staff. The Stewards will be responsible for:

- The efficient supervision of the event
- The effective control of children
- Periodical checks on the condition of the toilets.
- Informing the Guildhall staff when the event is finished
- The preservation of good order and decency on the Forecourt.
- Contacting the emergency services and Guildhall staff as necessary.

5. Decorations & Advertising

No posters, boards notices, signs flags or other emblems or advertisements are to be displayed inside or outside any part of the Guildhall without the previous consent of the Guildhall staff.

No posters boards signs flags etc. to be attached or fixed to any part of the Guildhall by means of bolts nails tacks screws pins or otherwise.

Fly posting is not to be carried out in contravention of the Town and County Planning legislation.

All advertising material for any events to be held at the Guildhall shall be subject to the prior approval of the Clerk to the Council and any failure to obtain such prior approval shall entitle the Council to cancel the hiring and retain the whole of the fee

6. Liquor Licence

The sale and consumption of alcohol is not permitted on the Forecourt. If the intention of the event includes the sale and consumption of alcohol this must be agreed by the Trustees. A Temporary Event Notice will then need to be arranged by the event organiser with the district council. Confirmation from Dover District Council that the Temporary Event Notice has been accepted will need to be brought to the Guildhall prior to the event.

7. Conveniences

The event organisers will have access to the toilet that is through the meeting room only. If you wish for other conveniences to be accessible this will need to be agreed by the Trustees.

If an issue of hygiene or fault arises with this convenience the event steward should contact the relevant caretaker by phone at the earliest possible opportunity.

8. Caretakers

The Guildhall staff caretakers will be at the event when it is set up and at the end of the event. They do not have a duty to stay and monitor the event, this is the

responsibility of the Stewards. In the event of a problem the Caretaker should be contacted via his mobile phone.

9. Liability

The Trust will not be liable for death or injury to any person attending the event or for any losses, claims, demands, actions, proceedings, damages costs, expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of the Trust

The Trust will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought onto the forecourt by the Hirer for his own purposes or by any other persons or left or deposited with any officer or employee of the Trust.

All personal possessions are left entirely at the risk of the Hirer and guests

The Trust will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled

The Trust gives no warranty that the Forecourt is legally or physically fit for any specific purpose.

10. Cancellation

If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give to the Council notice to that effect at the earliest opportunity.

The Trust may cancel the hiring of the Forecourt if it is rendered unusable for an event. The Hirer will be informed at the earliest opportunity. The Trust is not liable to the Hirer in the event of cancellation for this reason.

11. Furniture

Trestle tables and chairs are available to use on the Forecourt at the discretion of the Town Clerk's office.

12. Rubbish & Refuse Collection

The Hirer has responsibility for clearing and cleaning the forecourt immediately after the event. Collection of refuse waste must be arranged directly with Dover District Council. If there is a charge for collection of rubbish and refuse this is the liability of the Hirer and not the Trust.

13. Breach by the Hirer

If the hirer is deemed to be in breach of any of the conditions detailed in this document the Trust may charge to and recover from the hirer any expenses incurred

by the Trust in remedying any such failures including the cost of employing attendants, workmen, cleaners or other persons as maybe appropriate.

14. Complaints

Any complaint arising out of the hiring must be made in writing to the Clerk of the Trustees within 3 working day after the expiration of the period of hire.