

**HYTHE AND DIBDEN PARISH COUNCIL**

**THE COUNCIL CHAMBER**  
**THE GROVE, ST. JOHN'S STREET, HYTHE**

**CONDITIONS OF LETTING**

1. The application form is to be returned to the Clerk to the Council, The Grove, 25 St. John's Street, Hythe, Southampton S045 6BZ.
2. Normal timings: 8.45am to 10pm.
3. The premises will only be available for the times booked and are to be vacated by the time stated. The time booked **must** include allowance for setting up and returning equipment. The Council Chamber is to be left in a clean and tidy condition.
4. All bookings must finish in time to allow the hirer to vacate the premises by the time agreed when the booking is made.
5. The premises will only be available for meetings and training events. The tables are not to be moved and there are 40 chairs. We recommend 40 people is the maximum capacity for the Council Chamber.
6. There are no catering facilities on the premises. For meetings only, hirers of the Council Chamber may provide their own refreshments for consumption in the Council Chamber and will be responsible for ensuring that the Council Chamber is left in a clean and tidy condition after the booking. The hirer will be responsible for disposing of any materials and litter arising from such use.
7. Hirers will be required to pay a deposit of £25.00 when confirming the booking.
8. The Grove Garden is a public space and must not be used by the hirer without permission of the Council.
9. There is no onsite car parking. The nearest public car park is New Road Car Park, Hythe, SO45 6BN.
10. The hiring fee is required at least 21 days before the date of the booking. If this is not paid, the Council reserves the right to cancel the booking. The booking will not be confirmed until the hiring fee has been paid.
11. The hiring charge is subject to change by the Council up to the date of the booking.
12. The hirer will be held responsible for any damage. The hirer will be liable for additional charges if the cost of repairing any damage is incurred.
13. The hirer will be liable for additional charges if an excessive amount of time is required to clean the room after any booking.

14. In the event of a cancelled booking by the hirer the hiring fee will only be refunded if at least 14 days notice is given in writing.
15. The Council reserves the right to cancel the booking at any time without being liable for payment of any compensation other than a refund of any monies paid to the Council for the booking.
16. The Council accepts no liability for damage or injury to persons or property arising from the use of the premises. Hirers should therefore ensure that they have appropriate insurance cover, a copy of which must be provided to the Council at least 10 days prior to hiring.
17. All hirer's goods and equipment must be removed from the premises at the end of each booking. The Council accepts no responsibility for any property left, either unattended or after any booking and reserves the right to dispose of any property as it thinks fit.
18. To avoid damage to the floor, footwear must be appropriate (not stiletto type heels or metal segs).
19. Under no circumstances must any alterations or additions be made to any of the electrical systems or to the premises. Any appliances used on the premises should have been tested in accordance with the Electricity at Work Regulations 1989. The Council reserves the right to require inspection records to be supplied.
20. Please be aware of fire regulation/exit points from the premises and the location of the nearest fire extinguisher.
21. Wi-Fi is available and the access code will be provided.