

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. The premises will only be available for the times booked and **must be vacated** by the time stated. The time booked **must** include allowance for setting up and returning equipment. The Council Chamber must be left in a clean and tidy condition.

All bookings must finish in time to allow the hirer to vacate the premises by the time agreed when the booking is made.
3. The premises will only be available for meetings. The maximum seating capacity is 38.
4. 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. Hirers will be required to pay a deposit of £25.00 when confirming the booking. This will be returned if the Council Chamber is left in a clean and tidy condition. Hot water can be provided in suitable receptacles on request at the time of booking.
5. The land to the rear is not available and must not be used for any function by the hirer.
6. There is no onsite car parking but there is a public car park opposite.
7. 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.
8. The hiring charge is subject to change by the Council up to the date of the booking and any increase in the charge will have to be met by the hirer.
9. The hirer will be held responsible for any damage caused to the premises, including any furniture, fittings and the grounds. The hirer is also responsible for setting out furniture as required except for moving the tables. Due to the lack of storage space and the weight of the tables we do not like them to be moved, but if it is essential then there will be an additional fee for our maintenance team to rearrange the tables. After the function, the hirer is responsible for sweeping the floor and washing up any dirty cups etc and returning them to their rightful place.
10. The hirer will be liable for additional charges if an excessive amount of time is required to clean the room after any booking or if the cost of repairing any damage is incurred.
11. 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.
12. 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.
13. 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, copy of which must be provided to the Council at least 10 days prior to hiring.

14. 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 left property as it thinks fit.
15. To avoid damage to the floor, stiletto type heels are not permitted.
16. 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.

S:CHAMBER
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