



DEAL TOWN HALL HIRE



- Deal Town Hall is available for hire between the hours of 09.00 and 23.00 Sunday to Thursday and 09.00 to Midnight on Friday and Saturday.
- The Town Hall must be vacated by midnight in all instances.
- No booking will be accepted from any persons under the age of 18.
- Deal Town Hall is not available for hire for hen/stag parties, 18th and 21st birthday parties, disco, or children's parties.
- The Town Hall and Undercroft are not available for hire from Christmas Eve until 2nd January each year.

Deposits and Charges

- Full payment is required at the time of booking if the hire charge is less than £100, this will be non-refundable in the event of cancellation.
- A non-refundable deposit of 50% is required at the time of booking.
- The remaining 50% is due 14 days before the hire.
- Booking is charged by the hour and not part of.
- The Hirer/Responsible Person will be liable for any damages/breakages that occur during the function.
- If further charges are accrued, through breakages, running overtime or any other chargeable expense, an invoice will be sent, and payment required within 21 days.

Cancellations

In case of emergency on the day of your booking, please telephone 01304 361999 during office hours. The out of office telephone number 07785629006 is available on the date of the event/function 30 minutes before the booking time.

- Should you need to cancel your booking you must advise the Facilities Manager as soon as possible, in writing, at least one week before the event, failure to do so will mean that you are charged the full amount.
- Deal Town Council reserves the right to cancel the hiring of the Town Hall for any purpose at its absolute discretion, or if it is rendered unusable for Health and Safety reasons. If for any such reason the booking is cancelled, the Council will give the maximum practicable notice and refund the booking fee but will not otherwise be liable to the Hirer.

- Deal Town Council reserves the right to refuse any booking at its absolute discretion without giving reasons.

Amenities/Facilities

Chamber Room Capacity	Up to 70 people. (dependant on event).
Committee Room Capacity	Available at application

- Lift.
- Kitchen.
- Piano (Tuning of the piano is the responsibility of the hirer if required and must be pre-arranged with the Facilities Manager). Under no circumstances must the piano be moved, or anything placed on top.
- Screen & Projector or Digital display screen.
- Microphones.
- Tablecloth Hire.
- A Deal Town Council Officer will be on duty throughout the hire period.

Accessibility

- The Town Hall Chamber and Committee Room are on the first floor. A passenger lift is available for wheelchair users, disabled access, and general use.
- A disabled access toilet is available on the first floor.
- A hearing loop is provided for the benefit of hearing aid users.
- Free WI-FI internet access is available on request.
- There is a pay and display car park at the rear of the Town Hall including 1 disabled parking bay.

Health & Safety

- Tables and chairs will be set up for the event/function by arrangement. (Please note that for health & safety reasons tables must only be moved by Deal Town Council Staff).
- When hire includes use of the kitchen, the Hirer/Responsible Person must ensure proper knowledge as to the safe use of the equipment. The cooker is only to be used by persons authorised by the hirer who will ensure that they are able to use it safely, this includes any outside caterers.
- No smoke making appliances or naked flames may be used within the Town Hall.
- Prior permission is required for the use of any electrical equipment. The Hirer/Responsible Person must ensure that all portable equipment brought onto the premises has a current Portable Appliance Test or is less than 3 years old (proof of this may be requested).
- The maximum weight limit for standard chairs is rated up-to 113Kg (17.8) stone. There are 5 chairs rated up to 240kg (37.7 stone) available on request.
- The Town Hall and Undercroft are strictly No Smoking or Vaping Zones.

- First Aid cover is the responsibility of the hirer.
- No child or vulnerable person is to be left unattended.
- Access is not permitted to the Balcony or behind the Mayors bench.

General hiring Conditions

- No decorations are to be attached to walls, doors, windows, or chandeliers.
- No animals are permitted within the Town Hall without prior written permission from the Town Clerk. This excludes Guide Dogs. Hirer is responsible to ensure compliance of visitors and guests.
- Access is not permitted to the Mayor's Bench or the balcony under any circumstances.
- The Council 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 into or left at the Town Hall either by the Hirer for their own purposes or by any other person or left or deposited with any officer or employee of the Council.
- All items brought into the Town Hall are to be removed from the premises by the hirer before the end of the hire period. This includes all rubbish. All areas used are to be left in a clean and tidy condition.
- The use of balloons and other single use plastics (e.g. straws, stirrers, cups, cutlery, plates, etc.) are not permitted in the Town Hall due to the Council's commitment to supporting Plastic Free Deal initiatives. We would encourage hirers to utilise the Council's cutlery, crockery, and glassware, (available at a small cost) or suitable sustainable alternatives.
- Cameras and video recorders are permitted in the Town Hall; however, flashlights must not be pointed directly at paintings within the room as they can be damaged by flashlight.
- All employees and any other person acting on behalf of the Council are prohibited from accepting tips, gifts, or other forms of reward.
- If alcohol is to be sold at your event or covered in the ticket price the hirer is responsible for obtaining a Temporary Event Notice licence from Dover District Council. Deal Town Council requires a copy of the agreed licence before the event takes place. For further information from Dover District Council please contact them direct or view their guidance notes on their website at [Alcohol, Entertainment and Late Night Food \(dover.gov.uk\)](https://www.dover.gov.uk/Alcohol-Entertainment-and-Late-Night-Food) .
- If alcohol is being provided free of charge at your event, the Hirer/Responsible Person will be responsible and must read, sign, and return the attached form.
- Please note that Christmas decorations will be in place at the end of November and throughout December in the Town Hall and Undercroft. You are still very welcome to book during these months, but the Christmas decorations will remain in place.

- It is the hirer's responsibility to ensure that if a PPL/PRS licence is needed, they have obtained one to cover their performance.
- Deal Town Council commits to the Breastfeeding Welcome Scheme (policy available on request).
- Deal Town Council commits to being a Fair-Trade Town and sources fair trade products wherever possible, and we strongly encourage our hirers to do the same.

Responsibility of the Hirer

- The name of the Hirer/Responsible Person must be provided at the time of booking, this person must be present for the duration of the hire period and is required to be aware of the procedures in case of fire and the location of fire exits, alarms and extinguishers, details of which are on display on both floors, and is their responsibility to share with their guests.
- Should the Hirer/Responsible Person change prior to the booking, the Facilities Manager must be informed.
- No other persons will be permitted into the building until the Hirer/Responsible Person is present.
- On arrival at the Town Hall the Hirer/Responsible Person must make themselves known to the officer on duty to sign the council attendance register, they will then be provided with a pager. At the end of the hire period, when all of the guests have vacated the premises, the Hirer/Responsible person must return the pager to the officer on duty and sign out of the attendance register.
- It is also the responsibility of the hirer to carry out a risk assessment for their event or function, including use of the kitchen.
- The Hirer/Responsible Person must ensure that only authorised and invited persons attend the function/event and that all guests behave appropriately, and children are always supervised.
- The Council will not under any circumstances accept responsibility or liability for death or injury to any person attending the hall for a function, except where any death or injury is due to the negligence of the Council.
- The Hirer/Responsible Person & Guests shall be restricted to the use of the room/s that they have specifically hired.
- The Hirer/Responsible Person will ensure that their rubbish is taken with them following the event, except for glass bottles which the Council will recycle. We strongly encourage hirers to sort their plastic, paper and food waste and recycle appropriately, in line with our Environment Policy. This includes the kitchen bin.
- The Hirer/Responsible Person is responsible for adequate First Aid cover, the council does have First Aid supplies, but are not allowed to administer it themselves.

Deal Town Council Environmental Policy (extract relevant to Town Hall hire)

Deal Town Council recognises that we face an unprecedented climate and environmental emergency. **We have committed to using our power and influence to protect and improve the environment and encourage and support others to do the same**, in addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements.

We will, amongst other things:

- **Promote environmental awareness within the community** and work with the local community in partnerships to achieve environmental change.
- **Reduce the consumption of energy and water** across all our activities.
- Continue to improve our performance to **prevent all types of pollution** and reduce CO2 and other harmful emissions from our activities.
- Work closely with our suppliers and contractors to **reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fair-trade goods**.
- **Use products and materials such as paper efficiently** and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.
- **Minimise the production of waste** from our own activities and adhere to the principles of the waste hierarchy - **reducing, reusing, recycling, or composting wherever possible**.

We affect the environment through our services and policies, enforcement of laws and regulations, the choices we make when buying goods and services – as well as our role as a community leader. In recognising the climate and environmental emergency we acknowledge that environmental concerns have primacy over other matters and that radical action is needed to facilitate the change required to avoid the worst impacts of climate change.

We will encourage the local community and other partners and stakeholders to act too, through the provision of information and support, as well as advocacy.