

## **DEAL TOWN HALL WEDDING HIRE**

### **Conditions of Use**

- Deal Town Hall is licensed by Kent County Council for the solemnization of civil marriages and the formation of civil partnerships. Deal Town Council and Kent County Council guarantee all ceremonies that are booked between 9.00am and 6.00pm. Ceremonies may also take place up to 9pm but are subject to staff availability and the Local Ceremonies office.
- Use of the Town Hall on Sunday and Bank Holiday is subject to special permission from the Council and incurs a fixed fee of £500.
- **Deposits and Charges**
- A deposit of £100 is required at the time of booking your ceremony. No refund will be given for cancellations. The final balance must be paid at least 1 week before the ceremony.

### **Cancellations**

- In case of emergency on the day of your booking, please telephone 01304 361999 during office hours. The out of office telephone number 07342276055 is available on the day of the wedding an hour before the booking time.
- Should you need to cancel your ceremony you must advise the Event Manager as soon as possible.
- 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
- Committee room
- Undercroft
- The piano in the Chamber is available for use. Tuning of the piano is the responsibility of the hirer if required and must be pre-arranged with the Event Manager. Under no circumstances must the piano be moved, or anything placed on top of it.
- Microphones

### **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.
- Disabled access toilets are available on the ground and 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.

## **General Hire Conditions**

- 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 at the end of the hire period.
- 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.
- Deal Town Council commits to the Breastfeeding Welcome Scheme (policy available on request).
- All employees and any other person acting on behalf of the Council are prohibited from accepting tips, gifts or other forms of reward.
- The Town Hall is not available for hire from Christmas Eve until 2<sup>nd</sup> January each year.
- 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.
- 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.
- No decorations are to be attached to walls, doors, windows or chandeliers without prior permission from the Event Manager.
- No animals are permitted within the Town Hall without prior written permission from the Town Clerk. This excludes Guide Dogs.
- The Hirer/Responsible Person will ensure that their rubbish is taken with them following the event, with the exception of 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.

## **Health & Safety**

- The Hirer/Responsible Person must ensure that only authorized and invited persons attend the function/event and that all guests behave appropriately, and children are supervised at all times.
- 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.
- 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 enclosed form
- 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)aa
- 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 other than that already in the Town Hall. 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).
- 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.

# 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 of 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 take action too**, through the provision of information and support, as well as advocacy.