



Sturminster Newton Town Council

The Council Chamber

Charges & Conditions of Hire - 2016 / 2017

Charges

The day is divided into morning, afternoon and evening sessions.

The charge per session is £35.00

The cost of hire includes the use of the kitchen area if required.

If you are hiring the chamber for an afternoon or evening meeting you will need to collect a key. The key is available for collection the day before hire between 9.30am -12.30pm from the Council office. The small key on the fob unlocks the windows only.

Please either post the key back through the letterbox in an envelope once you have locked up or return the key to the office the following morning.

After the event an invoice will be sent to the named contact on the booking form (unless a prior arrangement has been made). Payment is appreciated within 14 days). Payment can be made by cash, cheque or bacs.

Conditions of Hire

No smoking is permitted on the premises.

Alcohol may be consumed in the chamber but it is not to be sold on the premises or supplied to persons under the age of 18.

The heating is on a timer setting. Please do not adjust the thermostat on the wall. The chamber is heated via underfloor heating and adjusting the heating will alter the temperature for the next day, not instantly.

Please follow the fire safety evacuation plan in the folder next to the front door in the event of a fire. The exit door is the main entrance door and the fire evacuation assembly point is the Railway Gardens.

The Council accepts no responsibility for the damage or loss of personal items. The use of the Chamber cannot be supervised by the Council; the safety of all persons present is therefore the responsibility of the hirer and not the Council.

At the End of the Session

The Chamber, kitchen and toilets must be left clean and tidy.

All rubbish and any items brought into the premises must be removed.

Chairs and tables are to be left as found.

Please check that all the lights are switched off, the windows closed and locked and the front door locked behind you on exit once the last person has vacated the premises.

In case of an out of hours emergency please call 01258 475413