

# HORNSEA TOWN COUNCIL



## HIRE AGREEMENT FOR HORNSEA TOWN HALL

Please complete and return to:

The Town Clerk  
Hornsea Town Council  
75a Newbegin  
Hornsea  
East Yorkshire  
HU18 1PA

E-mail: [clerk@hornsea.gov.uk](mailto:clerk@hornsea.gov.uk)  
[chrisberry@hornsea.gov.uk](mailto:chrisberry@hornsea.gov.uk)  
[www.hornsea.gov.uk](http://www.hornsea.gov.uk)

Tel: 01964 532252

Office opening hours: Monday to Friday 9.00am – 4.00pm

1. **HIRERS NAME AND ADDRESS:**

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2. **TELEPHONE NUMBER:**

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3. **NAMED FIRE WARDEN**

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(ALL hirers of the Town Hall building **MUST** have a representative present at their function who will be the **NAMED FIRE WARDEN (NFW)**. The NFW must familiarise themselves with all fire exits, which should be announced to all those present at the start of any function, and will be responsible for ensuring the safe evacuation of the building in case of fire. Please see the attached building plan showing fire exits.

**UNDER NO CIRCUMSTANCES SHOULD ANY FIRE EXITS BE OBSTRUCTED OR BLOCKED IN ANY WAY**

A copy of the Town Hall Fire Risk Assessment is available on request.

4. **TO WHOM SHOULD INVOICE(S) BE SENT IF NOT AS ABOVE?**

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5. Date(s) of hire \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

(Please note that the building must be vacated by the finishing time stated above)

6. Nature of function \_\_\_\_\_  
Do you intent to admit to the general public? **YES/NO**  
If YES we must have full details of the nature of the event.
7. Please state the approximate number attending your function \_\_\_\_\_  
(Please note for Health and Safety reasons the **MAXIMUM** number of people – Adults and Children – that can be accommodated at any function is Ground Floor Hall 120 persons, First Floor Hall 110 persons, Mezzanine Floor 30 persons)
8. Do you require any assistance with the layout of furniture? **YES/NO**  
(Please provide a diagram where possible)
9. Do you require the use of the kitchen facilities? **YES/NO**
10. The sale of alcohol is **NOT** permitted on the premises.
11. Alcohol can be consumed on the premises but must be provided for personal use only by those attending the function.
12. The building must be left clean and tidy. The hirer is responsible for any damages to the building and/or its contents caused by themselves and/or their group.
13. Certain functions may require a deposit of up to 50% of the basic hire cost and/or full payment on booking. This will be payable at the discretion of the Town Clerk at the time of the booking and is non-refundable.
14. An invoice will be sent to the above address and payment is due on receipt of it.  
(All cheques should be made payable to Hornsea Town Council)
15. Hornsea Town Council reserve the right to refuse entry.
16. Hornsea Town Council reserves the right to cancel any function.
17. Admission is by invitation of the hirer only.
18. The hirer must be present at the function and shall handle any queries concerning admission or the general running of the event on the day in question.
19. Candles are not permitted on the premises.
20. Confetti, party poppers, helium balloons, Chinese lanterns, fireworks or crazy string are not permitted inside or within the boundary of the building. Balloons are not permitted at the front or rear of the property. The use of Bio-degradable Rice Paper or Rose Petals is permitted for Wedding Ceremonies.

**IMPORTANT NOTES TO READ BEFORE YOU SIGN THIS FORM:-**

**CAPACITY** The Ground Floor Hall can accommodate a MAXIMUM of 120 persons, the First Floor Hall can accommodate a MAXIMUM of 110 persons and the Mezzanine Floor can accommodate a MAXIMUM of 30 persons.

**TICKETS** The hirer is responsible for the printing and selling of any tickets.

**PUBLICITY** The hirer is responsible for designing, printing and paying for any publicity. Hornsea Town Council will consider displaying any appropriate posters in the notice boards. This will be at the discretion of the Town Clerk.

**PRESS COVERAGE** This should be dealt with by you.

Hull Daily Mail 01482 326111  
Holderness Gazette 01964 612777

**INSURANCE** Hornsea Town Council provides public liability insurance to cover the building and general public visiting the building. **Any commercial/business hirers will need to provide a copy of their own public liability insurance at the time of booking.**

**SMOKING** The whole of the Town Hall and toilet facilities is **STRICTLY NO SMOKING.**

**CATERING** Any outside catering arrangements should be made by you and full details of any catering company used should be provided below:-

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(Any damage whatsoever caused to the Town Hall building and/or contents by any catering staff will be the responsibility of the hirer).

**SETTING UP** If extra time is required in order to “set up” your function it will be charged at the standard rate.

**STAFFING** Hornsea Town Council will ensure that their caretaker opens and closes the building for you at the times requested above.

**ELECTRICAL EQUIPMENT:** Any electrical equipment/appliances brought in to the Town Hall building by the hirer **MUST** have a PAT certificate.

**I HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY THE ABOVE  
CONDITIONS. I HAVE RECEIVED A COPY OF THE BUILDING PLAN SHOWING  
EMERGENCY/FIRE EXITS**

Signature of hirer \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date booking form received:

On digital booking system: YES/NO

Public Liability Insurance provided (commercial/business hirers): YES/NO

Booking taken/completed by:

Invoice sent: YES/NO

Invoice number:

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