



RAUNDS TOWN COUNCIL

SAXON HALL

The Hall, Thorpe Street, Raunds, Northants NN9 6LT
Telephone: - (01933) 839444 E-mail:- saxonhall@raunds-tc.gov.uk

TERMS AND CONDITIONS OF HIRE

Introduction

The Saxon Hall is an ideal state-of-the-art venue, conveniently situated in the centre of Raunds.

The newly-refurbished building has three halls which can be used in any combination, three meeting rooms, a commercial kitchen, a community kitchen, disabled access and nappy-changing facilities. Free wifi is available throughout the building. Hall number 1 has access to an outside terrace that hirers can use, weather permitting.

The Saxon Hall car park has 50 spaces which include 2 disabled and 3 accessible spaces. Please note that the small car park at The Town Hall should not to be used.

What's on offer

Room capacity

The following is a guideline to capacity for each hall or room:

Hall 1 seats 60

Hall 2 seats 50

Hall 3 seats 160

Blue Room seats 23

Green Room seats 36

For fire safety reasons, there is a maximum of 200 people permitted in the building at any one time.

When booking more than one hall, partitions can be removed to make a larger area. Please indicate on the booking form if this is required.

Kitchens

Hirers will not make any alterations to the cupboards or have sole use of any cupboard or equipment in the kitchens.

Regular users may make separate arrangements to store crockery and other kitchen items with the Council.

The commercial kitchen includes 2 ovens, fridge, freezer, hot cupboard, dishwasher and storage cupboard with shelving.

The community kitchen includes 2 fridges to store food and drink, dishwasher, one oven, urns to make hot water.

Cups and saucers are available for use by hirers.

Any breakages must be reported immediately and are liable to be charged.

Kitchen facilities can be used free of charge, subject to availability. Hirers are recommended to check when booking.

Additional equipment

20 6ft circular tables which can seat up to 10

32 rectangular tables which can seat up to 6

148 chairs, with additional plastic chairs if required

2 bar units for a bar tender to use (hirers must bring their own glasses and drinks)

The audio-visual equipment, located in Hall 3, can be used for a wide variety of purposes including presentations, film shows, PA system and as a sound system. See separate section on this below.

Wireless broadband access is offered free of charge to hirers; please sign '[The Saxon Hall Use of Broadband Internet](#)' Policy. A hard copy is available on request.

How to make a booking

Please read through these conditions of hire and sign the declaration on the completed booking form returning it to Raunds Town Council together with full payment or deposit, whichever is appropriate.

Hirers will be required to make full payment for any hiring at the time of booking, except where a series of 6 or more consecutive bookings is involved when payment will be requested by invoice. All invoices are due for payment within 30 days of the date on the invoice. Raunds Town Council reserves the right to apply fees and charges to invoices that are left unpaid after 30 days and to cancel any further bookings until the debt has been paid. The hirer will then have to pay in advance for all future bookings.

Only on receipt of a signed booking form and payment, unless it is confirmed by the office that you will pay on an invoice, will the hiring be considered as confirmed and a booking confirmation is sent.

Viewing of Saxon Hall is highly recommended. Enquires for an availability of a specific date can be provisionally held for 14 days from the date of enquiry. If the office has not received a booking form and payment within this time, the reservation will be cancelled.

Times of bookings will need to include all necessary setting up and clearing away time. The building will be made available 15 minutes before your hired time. All enquiries, viewings, bookings, changes, cancellations and payments must be made through Raunds Town Council office. All invoices will be sent from the council office and any queries on your invoice can be emailed to info@raunds-tc.gov.uk or by calling 01933 622087, Monday to Friday 09:30 – 14:00

Payments can be made by a call into the Council office with cash or card payment between 09:30 – 14:00 Monday to Friday, a 'pay by link' emailed to the hirer for a card payment, or by bank transfer. Please see the invoice for bank details.

Restrictions

The Saxon Hall is used as a polling station for Elections. If the officers at North Northamptonshire Council compel Raunds Town Council to make the Saxon Hall available for a polling station, Raunds Town Council reserves the right to cancel all bookings for this day and notification of this cancellation, in writing, will be sent to the hirer.

Raunds Town Council reserves the right to cancel any bookings at any time should the use of the premises be required in any emergency, the government deems the building to be shut, or if it is in such condition as to be unsuitable. Notification of this cancellation, in writing, will be sent to the hirer. It will be at the discretion of the Town Clerk of Raunds Town Council if any refunds will be made.

Raunds Town Council reserves the right to change or cancel any booking and will endeavour to give as much notice as possible. However, the Council shall not be liable to pay any compensation to any person in respect of any such cancellation.

Public entertainment will only be permitted between the hours of 9:00am and 12:00am (midnight).

Smoking is prohibited throughout the building with the exception of the Terrace if hired.

No animals are permitted in the building except for Assistance Dogs unless previously agreed by the Council.

No ball games are permitted indoors, unless previously agreed by the Council.

Raunds Town Council staff are entitled to work without fear or intimidation and reserve the right to refuse admission to those who threaten, assault, or behave inappropriately towards them or others.

These regulations are not intended to inhibit reasonable use of the Saxon Hall by the public, but hirers are asked to note responsibility for the law and order at all times during the period of letting.

Responsibilities of the hirer

Maintaining order during functions.

Any injuries to children or damage caused by them throughout the period of hire.

Being aware of the location of fire escapes, fire extinguishers and capacity allowances for the Saxon Hall, and briefing their own guests after they have been informed of all health and safety and fire regulations issued by the Site Supervisor.

Ensuring that gangways and doors permitting exit are unobstructed at all times and that emergency exit signs are illuminated.

Ensuring that all their guests vacate the building in an emergency and get them all to the meeting point in the car park. Please see below for more details.

Cleaning up after themselves and leaving the facilities in the manner in which they are found:

- clearing away all decorations and belongings by the end of the hiring time, unless previously agreed otherwise with the Council staff
- washing up and returning all crockery used
- collecting all rubbish and taking it off the premises

If hirers would prefer Saxon Hall staff to clear away for them, a charge of £50 will be applicable at the time of booking. Please be aware that anything left will be disposed of.

For set-up requirements, please see the Site Supervisor.

All damages caused to the Saxon Hall, furniture, fittings, wall and floor furnishings, or other property of the Council during the period of or otherwise arising out of the hire of the premises, and the expense of making good.

All claims, damages and expenses however arising from hirer negligence either out of or in consequence of the hiring.

What to do in the event of a fire

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur, they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in the premises is able to escape to a place of total safety easily and quickly.

There are fire action / evacuation notices on each fire exit door in the Saxon Hall. Please inform and show your members/users and familiarise yourself with the procedure in case of an emergency.

The Fire procedure documents available [here](#) refer to what the hirer, their appointed Fire Warden and Raunds Town Council's staff roles are, and what to do in the event of a fire emergency during your hired time at the Saxon Hall. A hard copy is available by request.

All regular hirers will need to complete and return a [Fire Risk Assessment](#) to the Council office. A hard copy is available by request.

The fire alarm and burglar alarm are linked with a monitoring station and will automatically call the fire brigade or police.

If a fire is detected break the alarm nearest to you away from the fire or inform the Site Supervisor present as soon as possible.

The fire assembly point is in the car park. On hearing the fire alarm, make sure all group members / guests exit in an orderly fashion out of the nearest exit:

- From Halls 2 and 3, push open the fire exit door and exit up the stairs on the right, into the car park.
- From Hall 1, push open the fire exit door and exit through the terrace and left, round the building into the car park.
- From Green and Blue Rooms, all kitchens, office, and toilets exit via the main entrance and follow the safest path to the car park.

All hirers and their group members / guests are to assemble at the fire evacuation point by the railings in the centre of the car park. It will need to be verified with the Site Supervisor in charge that all are present and correct.

HIRERS MUST MAKE SURE ALL THEIR MEMBERS AND GUESTS ARE AWARE OF AND CO-OPERATE WITH THIS PROCEDURE

Sale of alcohol

If hirer intend to sell alcohol to their guests, a Temporary Event Notice will be required and is obtained through North Northamptonshire Council. For further information in obtaining this notice please call North Northamptonshire Council and ask for the Licensing department on 01832 742 000 or visit their website www.northnorthants.gov.uk.

The Temporary Event Notice must be obtained with 10 clear working days BETWEEN the day AFTER the purchase of the licence and the day BEFORE the event in order to be able to sell the alcohol. A copy of the notice MUST be sent to the police and two copies are to be sent to the Local Authorities.

Once a stamped copy has been returned to the hirer, **a copy of this MUST be sent to the Council office as proof for our records.**

Alternatively, hirers can arrange for their own publican to be at their event; however, they must hold a licence and **a copy of this licence must be sent to the Council office as proof for our records.**

The person who has obtained the notice will be solely responsible for any disturbances or events which involve the police or other local authorities to be called out.

The hirer / publican will need to bring their notice to the function in case of any such activity.

If you wish to only supply alcohol free of charge to your guests, the notice will not be required.

Use of bouncy castles

Bouncy castles can only be used in Hall 3.

The hirer is responsible for any liabilities arising from the use of bouncy castles and not Raunds Town Council, subject to statutory rights.

Given the associated risks of using such equipment, the Council will only permit the use of Bouncy Castles on its premises if a certificate of public liability insurance and PIPA Equipment Inspection Certificate or equivalent from the supplier of the bouncy castle company has been submitted to and verified by the Council office not less than 7 days prior to the commencement of the event.

Use of the Terrace

The Terrace is available for use by hirers booking Hall 1.

In consideration of our neighbours, the hours of use will be 9am - 9pm Sunday – Thursday, and 9am - 10pm Friday - Saturday.

The maximum number of people permitted in Hall 1 and the terrace is 60.

No animals are allowed on the Terrace except for disability-assistance dogs, unless previously agreed by the Town Clerk.

No climbing or sitting on the walls of the Terrace.

Bouncy castles, arts and crafts activities and ball games are not permitted on the Terrace.

Smoking is permitted on the Terrace, but all remnants must be placed in the receptacles provided.

Any outdoor catering will need to be discussed and agreed with the Council office.

The hirer will be responsible for the area to be cleared before vacating the building.

In addition to the normal hire charges where Hall 1 and the Terrace is hired, a damage deposit of £50.00 will be required at the time of booking. This deposit will be used to offset any costs incurred by the Council in respect of rectifying any damage and/or any excessive cleaning of the Terrace which has resulted from the hire of the building. Any deposit paid will be returned within 14 days via a bank transfer if the space in the Hall is left in the order it has been found by the hirer.

Use of audio-visual equipment

The equipment includes a high-quality ceiling-mounted projector, sound system, external microphones, connections for HDMI, Aux and VGA inputs and a Blu-ray DVD player. It can be used for a wide variety of purposes including presentations, film shows, PA system and as a sound system, and it is located in Hall 3.

Use of the audio-visual equipment is restricted to persons over the age of 18.

If use of the audio-visual equipment is required, please request permission from the office and tick the correct box on the booking form. The hirer must sign and return [‘The Use of Audio Visual Equipment’](#) Policy. A printed copy is available on request.

Use of the audio-visual equipment must be booked in advance. Saxon Hall Supervisors will not be authorised to give access to the equipment unless this has been pre-booked. The Site Supervisor will demonstrate use of the equipment to hirer, and the equipment must be used in conjunction with a copy of the [user guide](#). A printed copy is available on request.

The hirer will remain responsible for ensuring that all copyright and licensing requirements are adhered to and should be read in conjunction with our [‘Saxon Hall Use of Broadband Internet’](#) Policy. A printed copy is available on request.

The audio-visual equipment must not be used to display materials that are offensive or illegal.

There is no charge for the use of the audio-visual equipment to hirers however there is a damage deposit that will be required at the time of the booking along with a signed copy of the agreement.

The damage deposit for regular hirers is £50 and will be refunded, provided the equipment has not been damaged, when either the hirer does not require the use of the equipment or the use of the Saxon Hall anymore.

The damage deposit for one-off private hiring is £150 and will be refunded to the hirer by bank transfer within 14 days of their booking provided the equipment has not been damaged.

Hire charges

General

Bookings of six or more consecutive dates will be given a 10% discount of the total hire cost.

Notification of any changes including hiring times or cancellations **MUST** be received in writing to the Council office 14 days or more from the date of hire to avoid being charged the full amount.

The hirer **MUST** call the Council office if they are unable to attend any of their booked sessions as soon as possible.

If any faulty electrical equipment is used by the hirer resulting in the call-out of an electrician, the charge will be made to the hirer.

Unless a copy of your own licence is given to the office, any aerobics and dance class activities subject to Performing Right Society charges will incur an additional charge of £2.00 per session.

It is advisable for the hirer to insure against possible claims, damages and expenses however arising from his/her negligence either out of or in consequence of the hiring.

Commercial

Any hirer using the facility for profitable gain which includes charging admittance and any commercial gain.

Charity

The hirer must be a registered charity with a charity number provided by the Charity Commission. Please include this number when filling in the booking form.

Community

Any group or organisation which benefits the residents or community of Raunds and which does not include a profitable gain.

Private functions

The hirer must be over 18 with the party being always supervised by responsible adults.

Hall 3 is the most popular choice for child's party in terms of space for children and adults to play, eat and be entertained.

Hall 3 is the most popular choice for a private function or party in terms of space; having tables and chairs and room for a dance floor and DJ.

Opening the partitions between each hall makes the area larger; however, please remember that there is a maximum of 200 people permitted in the building at any one time.

If hirers are considering a wedding, please ask about our "Wedding Package".

Hirers should note the provisions around access to the Terrace outlined above

Hirers should note the provisions around the use of bouncy castles outlined above.

In addition to the normal hire charges where a function involves alcohol, music and/or dancing, etc, and an additional damage deposit of £150.00 will be required at the time of booking. This deposit will be used to offset any costs incurred by the Council in respect of rectifying any damage and/or any excessive cleaning which has resulted from the hire of the building. The deposit will be refunded in whole, or in part as appropriate, after the hiring has occurred by bank transfer. Charges for the damage deposit will be at the discretion of the Town Clerk

**Alternative accessible formats of these terms and conditions
are available by request.**

Charges:

(Price shown is per hour)

	Private Functions: (Includes VAT)		Commercial Hiring: (Includes VAT)		Charity Hiring: (No VAT)		Community Hiring: (Includes VAT)	
	Monday to Saturday	Sunday / Public Bank Holidays	Monday to Saturday	Sunday / Public Bank Holidays	Monday to Saturday	Sunday / Public Bank Holidays	Monday to Saturday	Sunday / Public Bank Holidays
Hall 1	£20.25	£30.25	£23.50	£35.25	£18.00	£27.00	£16.25	£24.25
Hall 2	£15.00	£22.75	£17.00	£25.50	£13.00	£19.25	£12.25	£18.25
Hall 3	£20.25	£30.25	£23.50	£35.25	£18.00	£27.00	£16.25	£24.25
Blue Room	£10.25	£15.25	£12.25	£17.00	£8.75	£13.00	£8.75	£13.00
Green Room	£11.75	£17.50	£13.00	£19.25	£10.00	£14.75	£10.00	£14.75

Exclusive use 08:00 - Midnight	£700.00
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BOOKING FORM

Organisation/Group/Company:	
Contact Name:	
Address:	Contact Tel No:
	Email:
Post Code:	
Date(s) required for booking: (Please use attached sheet for block bookings)	
Times of booking: (Please allow for setting up and clearing away)	
Start: _____ AM/PM	Finish: _____ AM/PM
Accommodation Required: (Please refer to plan enclosed)	
Hall 1 & Terrace <input type="checkbox"/> Hall 2 <input type="checkbox"/> Hall 3 <input type="checkbox"/> Blue Room <input type="checkbox"/> Green Room <input type="checkbox"/>	
Do you require partitions to be removed between:	
Hall 1 – 2 <input type="checkbox"/> Hall 2 – 3 <input type="checkbox"/> Hall 1 – 2 – 3 <input type="checkbox"/>	
Do you require use of any of the following:	
Community Kitchen <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Coffee Bar <input type="checkbox"/> Bar Units <input type="checkbox"/>	
Wireless Broadband <input type="checkbox"/> Audio Visual Equipment <input type="checkbox"/> Staff Cleaning <input type="checkbox"/> <small>(Please sign policy agreement) (Please sign policy agreement) (Charges apply – see page 3)</small>	
Please tick relevant category of hire: (Please refer to page 6)	
Commercial <input type="checkbox"/> Community <input type="checkbox"/> Charity <input type="checkbox"/> Charity Number:	
Under 18's party <input type="checkbox"/> Private Function / Party <input type="checkbox"/> Wedding Reception* <input type="checkbox"/>	
*For a Wedding Reception, please remember to arrange a meeting with the office to discuss your requirements at the time of booking.	
Please tick if any of the following will be involved:	
Bouncy Castle <input type="checkbox"/> Music <input type="checkbox"/> Dancing <input type="checkbox"/>	
Please advise if at your event you are to:	
Sell Alcohol (Please refer to page 9) <input type="checkbox"/>	Provide Alcohol Free of Charge . <input type="checkbox"/>
Approximate number of people attending:	
Number of Chairs required:	Number of Tables required:
Please be reminded that payment is required at time of booking.	
Where did you hear about the hiring of the Saxon Hall?	
On signing this booking form you have read and understood the terms and conditions and you are the person responsible for the hiring of Saxon Hall.	
Signed	Print Name
Date	

