



RAUNDS TOWN COUNCIL
SAXON HALL

The Hall, Thorpe Street, Raunds, Northants NN9 6LT
Telephone: - (01933) 622087 Fax: (01933) 622622 E-mail:- info@raunds-tc.gov.uk

TERMS AND CONDITIONS OF HIRE

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

It is competitively priced having three halls which can be used in any combination, two meeting rooms, kitchen facilities, disabled access and nappy changing facilities.

The Saxon Hall car park has 50 spaces that include 2 disabled spaces available for hirers. Please note that The Town Hall car park is not to be used.

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 consecutive bookings are 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 repaid. Any hirers with outstanding invoices/payments will be refused further hire of the Saxon Hall until the situation is rectified.

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

All enquiries, viewings, bookings, changes to bookings and cancellations must be made through the Town Hall office and not with Site Supervisors at the Saxon Hall.

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 setting up and clearing away as necessary with the earliest time for any booking being 8:30am and the latest finishing time for booking being 12:00am (midnight).

Kitchen facilities are free of charge subject to availability. Hirers are recommended to check when enquiring.

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

The Saxon Hall is used as a polling station for Elections. If the officers at East 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 out to the hirer.

The Council reserves the right to cancel any letting at any time should the use of the premises be required in any emergency or is in such condition as to be unsuitable.

The Council will endeavour to ensure that one of our site supervisors is on site for the duration of your booking.

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.

Payments can be via a cheque payment made payable to 'Raunds Town Council' sent in the post with the booking form, or call into the office with cash or card payment between 09:30 – 14:00 Monday to Friday.

Wireless broadband access is offered free of charge to hirers; however, if use of the wireless broadband link is required, the hirer must request permission from the Town Hall office and sign 'The Saxon Hall Use of Broadband Internet' Policy. The Council does not guarantee connectivity.

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

Smoking is prohibited throughout the building.

Admission is at the discretion of the duty staff.

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

(Please note: This number will decrease with the amount of tables you have in the room.)

Hall 1 seats 60

Hall 2 seats 50

Hall 3 seats 160

Room 2 seats 23

Room 3 seats 36

There is a maximum of 200 people permitted in all 3 halls at any one time.

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.

USE OF THE TERRACE

The use of the Terrace will be made available to all hirers booking Hall 1.

The hours of use will be 9am-9pm Sunday-Thursday and 9am-10pm Friday-Saturday.

In consideration of the Neighbours, the doors will be locked at all other times.

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.

No climbing or sitting on the walls of the terrace.

No Bouncy Castles are permitted on the terrace

No arts and crafts activities are permitted to take place on the terrace.

No ball games are permitted to take place on the terrace.

THE HIRER IS RESPONSIBLE FOR:

Preservation of 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 your own guests after you have been informed of all Health & Safety and Fire Regulation issues 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 your guests vacate the building in an emergency and get them all to the meeting point in the car park. Please see page 4 for more details.

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

- Clear away all decorations and belongings at the end of your hiring time
- washing up and returning all crockery used,
- sweeping debris off the floors, collecting all rubbish and taking it off the premises,

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

Please see Site Supervisors for equipment.

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 howsoever arising from your negligence either out of or in consequence of the hiring.

FIRE EVACUATION

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 our premises are able to escape to a place of total safety easily and quickly.

You will notice that there are fire action / evacuation notices on each door at the Saxon Hall. Please inform and show your group members/users and familiarise yourself with the procedure in case of an emergency.

The Fire Action Procedure document makes reference to what you, as the hirer, your appointed Fire Warden and Raunds Town Council's staff roles are and to refresh you on what to do in the event of a fire emergency.

The Fire Action Notice document makes reference to what your responsibilities as the hirer entail during your hired time at the Saxon Hall.

Full copies of these documents are in the Saxon Hall office if you would like to view them or call the Town Hall office if you wish to have a copy.

FIRE ACTION PROCEDURE

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

- ❖ If you detect a fire - break the alarm nearest to you away from the fire or inform the site supervisor present as soon as possible.
- ❖ If you hear the fire alarm bell ringing, please make sure all your group members / guests exit in an orderly fashion out of the nearest exit
 - Halls 1, 2 and 3 have fire exit doors, please push open and exit up the stairs on the right, into the car park
 - Room 2, room 3, kitchens, office and toilets please 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 yellow railings in the car park to be verified with the site supervisor in charge that all are present and correct.

IT IS OF VERY HIGH IMPORTANTANCE THAT YOU PLEASE MAKE SURE ALL YOUR GROUP MEMBERS / GUESTS ARE AWARE OF AND CO-OPERATE WITH THIS PROCEDURE.

CATEGORIES OF HIRE INCLUDE:

Under 13's Birthday Party:

Any child's party for the under 13's.

Please see page 6 for details

Private Functions / Any Type of Party:

Includes Wedding Receptions, Birthday Parties, Funeral Gatherings or other Private Functions that may or may not include alcohol.

Please see page 7 for details

Commercial, Charity and Community:

These include regular hirers, business meetings / conferences and any other hiring that is not a private function or a birthday party.

Please see page 10 for details

We have 36 rectangle tables that can seat up to 6 and 148 chairs, with additional plastic chairs if required.

We have 2 kitchens that have fridges to store food and drink, urns to make hot water and cups and saucers for you to use.

We have a bar unit for your bar tender to use; however we do not supply the alcohol or glasses.

We do not supply refreshments, crockery, cutlery or catering.

Viewing is highly recommended to help with the decision.

UNDER 13'S BIRTHDAY PARTY

The hirer must be over 21 with the party being supervised at all times by responsible adults.

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

Opening the partitions between Hall 2 and Hall 3 makes the area slightly larger. Opening all partitions between all 3 halls provides a very large area.

Please see page 2 for the guidance on capacity; however please remember that there is a maximum of 200 people permitted in all 3 halls at any one time and numbers are reduced with the amount of tables and chairs you have.

Please see page 3 if you are to hire Hall 1 and the Terrace. Please note that no climbing or sitting on the walls, no bouncy castles, no arts and crafts and no ball games are permitted on the Terrace.

In addition to the normal hire charges where Hall 1 and the Terrace is hired, an additional cautionary 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 2 weeks.

Please note that if you wish to use a Bouncy Castle during Saxon Hall Hiring please book Hall 3. You as the hirer would be responsible for any liabilities arising from the use of it and not Raunds Town Council.

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 insurance confirming the hirer's indemnity cover has been submitted to and verified by the Council office not less than 7 days prior to the commencement of the event.

Please inform the Town Hall office of the provider of the Bouncy Castle as soon as it is known.

Times of bookings will need to include all setting up and clearing away as necessary.

Hirers will be required to make full payment at the time of the booking.

Please fill out the booking form and send it to the office with a cheque payment, made payable to Raunds Town Council or pop into the office with cash or card payment between 09:30 – 14:00 Monday to Friday.

Under 13's party Charges:	
Hall 1	£17.00 per hour
Hall 2	£11.75 per hour
Hall 3	£17.00 per hour
Prices include VAT	

PRIVATE FUNCTION, PARTY OR WEDDING RECEPTION

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

Opening the partitions between Hall 2 and Hall 3 makes the area slightly larger.

Opening all partitions between all 3 halls provides a very large area.

Please see page 2 for the guidance on capacity; however please remember that there is a maximum of 200 people permitted in all 3 halls at any one time and numbers are reduced with the amount of tables and chairs you have.

Please see page 3 if you are to hire Hall 1 and the Terrace. The hours of use will be 9am-9pm Sunday-Thursday and 9am-10pm Friday-Saturday and in consideration of the neighbours the doors will be locked at all other times.

You could have exclusive use of the whole building Saxon Hall from 08:00am – Midnight for £700.

Times of bookings will need to include all setting up and clearing away as necessary.

In addition to the normal hire charges where a function involves alcohol, music and/or dancing, etc, an additional cautionary 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 however be refunded in whole, or in part, as appropriate after the hiring has occurred.

An invoice for the cost of hire will be sent 8 weeks before your event and will need to be paid within 15 days from the date of the invoice.

Notice of cancellations **MUST** be received in writing.

Should the hirer know before the date required that they wish to vacate the facilities hired earlier than the time stated on the booking form, the office at The Hall must be notified in person, by phone or letter as soon as possible

Should the hirer on the day vacate the facilities hired earlier than the time stated on the booking, the office at The Hall must be notified in person, by phone or letter as soon as possible.

It will be at the discretion of the office at The Hall if any refunds will be made.

Please note that if you wish to use a Bouncy Castle during Saxon Hall Hiring please book Hall 3. You as the hirer would be responsible for any liabilities arising from the use of it and not Raunds Town Council.

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 insurance confirming the hirer's indemnity cover has been submitted to and verified by the Council office not less than 7 days prior to the commencement of the event.

WEDDING RECEPTION:

If you are hiring the venue for a Wedding Reception it is vital that you make an appointment with the office to discuss your requirements for your important day at the time of booking.

A complete Wedding Package is available. Have your civil marriage/partnership ceremony in the newly refurbished Council Chamber and your reception at the Saxon Hall. Please call the office for further information of availability, what is included and prices.

ALCOHOL USE:

If you intend to sell alcohol to your guests, a Temporary Event Notice will be required and is obtained through East Northants Council. For further information in obtaining this notice please call East Northants Council Licensing department on 01832 742 000.

The 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 Town Hall 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 set to the Town Hall 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.

**Raunds Town Council shall be absolved from any liability in connection with
licensing and selling of alcohol.**

Private Function / Party / Wedding Reception Charges:		
	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
Hall 1	£20.25	£30.25
Hall 2	£15.00	£22.75
Hall 3	£20.25	£30.25
Room 2	£10.25	£15.25
Room 3	£11.75	£17.50
Prices include VAT		
Exclusive use of whole building 08:30am – Midnight		£700.00
Please call the office for an exclusive Wedding Package Price is tailor made for you to suit your important day		

Please fill out the booking form and send it to the office with a cheque payment, made payable to Raunds Town Council or pop into the office with cash or card payment between 09:30 – 14:00 Monday to Friday.

Charges for the cautionary deposit will be at the discretion of the Town Clerk of Raunds Town Council

All hire charges are at the discretion of the Town Clerk and include VAT.

These charges are from 1 April 2018 and will be subject to an annual review.

Charges to hirers will be those in force on the date of the function.

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 in order to use this rate.

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

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

Sundays and Public Bank Holidays incur a 50% increase on Monday – Saturday charges.

Notice of cancellations for MUST be made **14** days or more from the date wishing to cancel to avoid being charged the full amount of the booking.

The hirer MUST call the Town Hall office if you are unable to attend any of your booked session as soon as possible.

All sound, lighting and display equipment must be used only from an RCD protected socket. If faulty electrical equipment is used 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 Town Hall 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 howsoever arising from his/her negligence either out of or in consequence of the hiring.

Times of bookings **will need to include** all setting up and clearing away as necessary

Please see page 2 for the guidance on capacity; however please remember that there is a maximum of 200 people permitted in all 3 halls at any one time and numbers are reduced with the amount of tables and chairs you have.

Please see page 3 if you are to hire Hall 1 and the Terrace. Please note that no climbing or sitting on the wall, no bouncy castles, no arts and crafts and no ball games are permitted on the Terrace.

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 repaid. Any hirers with outstanding invoices/payments will be refused further hire of the Saxon Hall until the situation is rectified.

Commercial Hiring Charge: (Includes VAT)		
	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
Hall 1	£23.50	£35.25
Hall 2	£17.00	£25.50
Hall 3	£23.50	£35.25
Room 2	£12.25	£17.00
Room 3	£13.00	£19.25

Charity Hiring Charge:		
	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
Hall 1	£18.00	£27.00
Hall 2	£13.00	£19.25
Hall 3	£18.00	£27.00
Room 2	£8.75	£13.00
Room 3	£10.00	£14.75

Community Hiring Charge: (Includes VAT)		
	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
Hall 1	£16.25	£24.25
Hall 2	£12.25	£18.25
Hall 3	£16.25	£24.25
Room 2	£8.75	£13.00
Room 3	£10.00	£14.75

Payments can be made via a cheque payable to Raunds Town Council sent in the post or pop into the office with cash or card payment between 09:30 – 14:00 Monday to Friday.

All charges are at the discretion of the Town Clerk and all except Charity Rate include VAT.

These charges are from 1 April 2018 and will be subject to an annual review.

Charges to hirers will be those in force on the date of the function.

We thank you for taking the time to read the above terms and conditions and hope you enjoy your use of the Saxon Hall.



RAUNDS TOWN COUNCIL

SAXON HALL

The Hall, Thorpe Street, Raunds, Northants NN9 6LT

Telephone: - (01933) 622087 Fax: (01933) 622622 E-mail:- info@raunds-tc.gov.uk

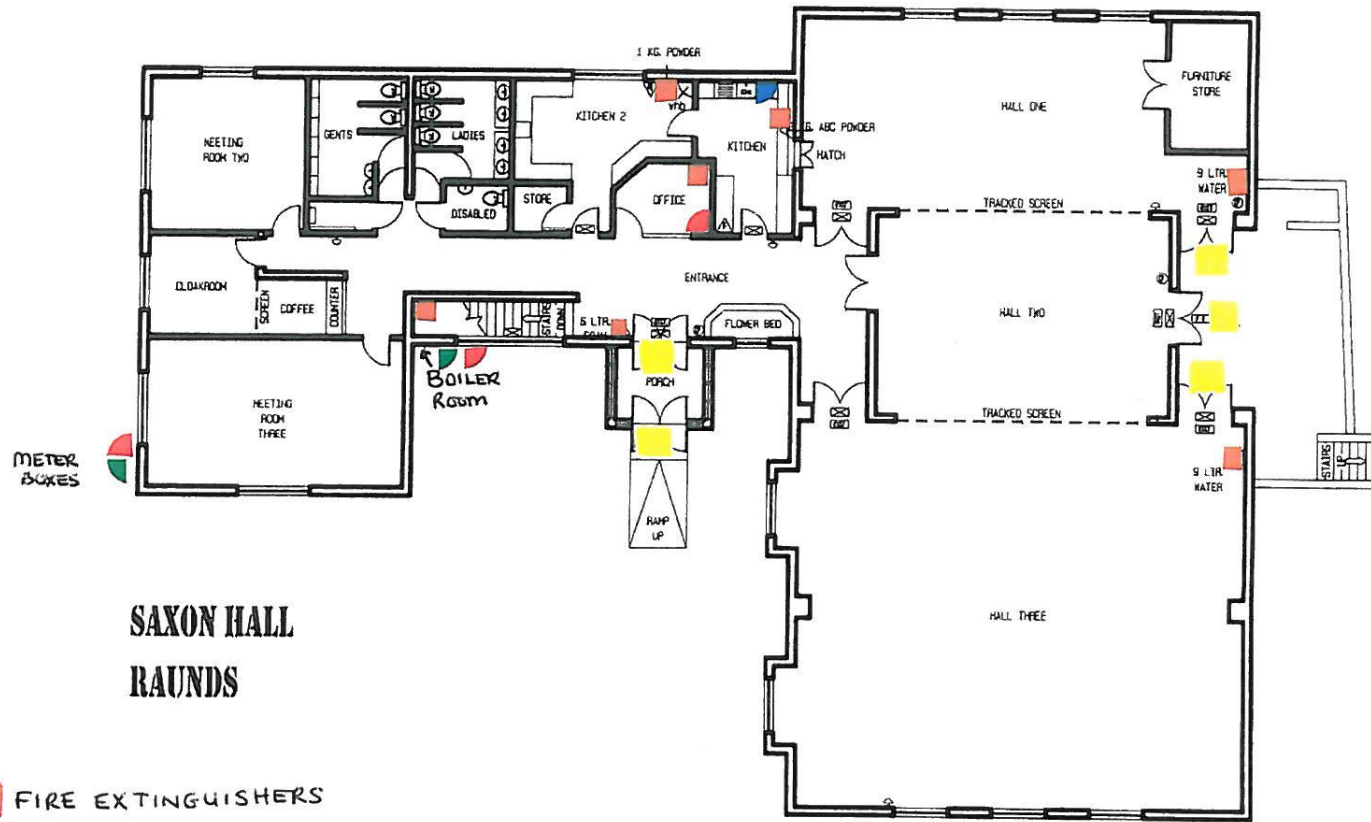
BOOKING FORM

Organisation / Group / Company:	
Contact Name:	
Address:	Telephone / Mobile No:
	Email:
Post Code:	
Date(s) Required: (Please use attached sheet for block bookings)	
Start Time:	Finish Time:
AM / PM	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"/> Room 2 <input type="checkbox"/> Room 3 <input type="checkbox"/>	
Do you require screens to be removed:	
Hall 1 – 2 <input type="checkbox"/> Hall 2 – 3 <input type="checkbox"/> Hall 1 – 2 – 3 <input type="checkbox"/>	
Do you require use of:	
Kitchen 1 <input type="checkbox"/> Kitchen 2 <input type="checkbox"/> Coffee Bar <input type="checkbox"/> Bar Unit <input type="checkbox"/>	
Wireless Broadband <input type="checkbox"/> Staff Cleaning (Charges apply – see page 3) <input type="checkbox"/>	
Please tick relevant category of hire. (Please refer to page 5)	
Commercial <input type="checkbox"/> Community <input type="checkbox"/> Charity <input type="checkbox"/> Charity Number:	
Under 13'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"/> Alcohol <input type="checkbox"/>	
Please advise if at your event you are to: (Please refer to page 8)	
Sell Alcohol <input type="checkbox"/> Provide Alcohol Free of Charge <input type="checkbox"/>	
Approximate number of people attending:	
Number of Chairs required:	Number of Tables required:
Where did you hear about the hiring of the Saxon Hall?	
Please be reminded that a payment is required at the time of booking.	
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	
For office Use Only: Actioned By: Date:	
Diarised: <input type="checkbox"/> Confirmed: <input type="checkbox"/> Invoiced: <input type="checkbox"/> Deposit: <input type="checkbox"/> Paid: <input type="checkbox"/>	

Additional Dates and Information:

For office Use Only: Actioned By: Date:

Diarised: Confirmed: Invoiced: Deposit: Paid:



**SAXON HALL
RAUNDS**

- FIRE EXTINGUISHERS
- GAS SUPPLY / METER
- ELECTRICITY SUPPLY / METER
- WATER SUPPLY
- FIRE EXIT
- FIRE ASSEMBLY POINT

GROUND FLOOR PLAN

CAR
PARK

