

Maghull Town Council:

Terms and Conditions of Room Hire/Community Use for Council Chamber and Activity Room at Maghull Town Hall

Use of premises

The room may only be used by the Hirer for the purpose and during the period agreed.

The Hirer is responsible for supervision of the room and the behaviour of all persons using the room for their booking.

After use, the room must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring.

Costs for additional cleaning to be met by Hirer.

The Hirer must ensure that during the hire period, no person smokes/vapes on the premises.

The Hirer must not leave in the room any equipment/items unless by prior written agreement from the Town Council. The Town Council reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

The agreed fee for the use of the accommodation must be paid in accordance with the due date, as stated on the invoice. Payments to be made by BACS. Failure to pay by the due date risks future bookings.

Booking of a room does not guarantee car parking facilities.

Cancellation

All cancellations to be made in writing to the Town Council at least 48 hours in advance.

If the hirer wishes to cancel a booking and the Town Council does not receive a replacement booking **the hirer shall be charged the full cost of the of the room hire.**

The Town Council reserves the right to cancel the booking in the event of:-

- A. The room being required for use by the Town Council.
- B. The room being required for use as a Polling Station.

- C. The premises becoming unfit for the use intended by the hirer.
- D. An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the hirer shall be entitled to a refund but the Town Council shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

Maghull Town Council
September 2019