



Ross-on-Wye Town Council

Corn Exchange Lettings Conditions

DEFINITIONS

“The Council” means the Ross-on-Wye Town Council.

“Lettings Officer” means the person appointed by the Council to exercise day-to-day management, supervision and control of the premises, or their duly authorised representative.

“Town Clerk” means the person appointed by the Council to exercise overall management of the premises in Ross-on-Wye.

“Licensee” means the name of the person named on the booking form.

LETTINGS CONDITIONS

1. All letting dates will be allocated by the Lettings Officer.
2. No person(s) shall occupy or take possession of the building or surrounds or deposit any goods, equipment or utensils upon the building or surrounds until the facility has been duly let or allocated by the Lettings Officer for the use of such person(s).
3. To ensure all organisations have equal opportunity to utilise the facility, licensees are restricted to holding a maximum of four booking dates at any one time.
4. Under no circumstances may the Corn Exchange be sub-let, transferred or assigned. In the event of the Lettings Officer having reason to suspect this is happening, the Council reserves the right to suspend use of the Corn Exchange pending further investigation.
5. Letting fees remain payable in the event of all absences including sickness payable in advance and non-refundable.
6. The Licensee will undertake a Risk Assessment for their specific function and take every possible step for securing the safety of the public and the functions held at the Corn Exchange including providing adequate stewarding of the event.
7. The Chamber only to be used when staff working time. If the Chamber is used outside normal office hours, the key will only be left with a Councillor who must be attending the meeting and will be responsible for unlocking and locking up.
8. Any refreshment required to be provided by the organisation using the Chamber.
9. Local charitable organisations and local community groups can use the Chamber free of charge.
10. Charity and community groups outside the town will be charged £10.00 per hour.
11. Commercial organisations will be charged £25.00 per hour
12. Organisations and or licensee will be responsible for the washing up and tidying away of all utensils used.
13. The Ross-on-Wye Town Council reserves the right to amend, alter or delete any of the foregoing conditions or terminate this Licence on giving one month's written notice by the Lettings Officer of his intention to do so.