

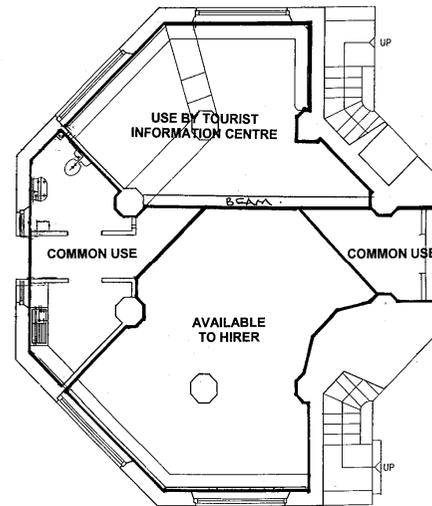
## MISCELLANEOUS

1. The Parish Council's insurance policy covers the Parish Council and hirers of its facilities against claims arising from defects in the premises, its fittings and fixtures and the furniture and equipment therein which is owned by or is in the custody or under the control of the Parish Council. It does not cover furniture, equipment, etc. brought on to the premises or the activities being undertaken or promoted by the hirer. All hirers should therefore consider the activities which they are undertaking, assess the risks, ensure that they have appropriate and sufficient insurance cover and take appropriate steps to minimise the risk of accident arising from their specific activities.
2. All bookings of the Moot Hall are made on the understanding that, during the tourist season, the Tourist Information Centre will be open on the ground floor during normal office hours and there will be shared use of that room. See the plan below for details of the area available.
3. The Parish Council reserves the right to amend these conditions of let and, subject to their notifying hirers of any amendments, the amended conditions will apply, notwithstanding that the booking may have been made under different conditions.
4. Provided that a cancellation is made not fewer than 7 clear days prior to a let, any fee paid will be refunded or credited against a future booking. Where a cancellation is made within 7 clear days of a let, any refund will be

subject to an administrative charge of £5.00.

5. **This form is to be returned to:- The Clerk, Brampton Parish Council, The Old Brewery, Craw Hall, Brampton, CA8 1TR with the appropriate remittance.**

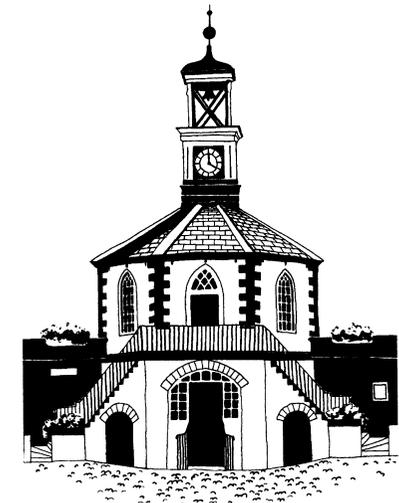
### Area allocation when Tourist Information Centre is open



Brampton Parish Council,  
Unit 2,  
The Old Brewery,  
Craw Hall,  
BRAMPTON  
CA8 1TR  
Tel & Fax: 016977 3382  
Email: [bramptonpc@googlemail.com](mailto:bramptonpc@googlemail.com)

## BRAMPTON PARISH COUNCIL

# MOOT HALL MARKET PLACE BRAMPTON



# NOTES FOR HIRERS & CONDITIONS OF LET

## CHARGES

1. Current charges are:-

Ground Floor      £20.00 per session.

First Floor        £15.00 per session.

2. Unless alternative arrangements have previously been agreed with the Clerk to the Parish Council, charges are payable at the time of booking, and the appropriate amount must accompany the application.

A discount of £5.00 will be given when the fee accompanies the application or, where alternative arrangements have been agreed, the fee is paid within 48 hours of the let.

3. The Parish Council reserves the right to amend the charges without prior notice. Increases in charges will not apply to bookings where the appropriate fees have already been paid.

## BOOKINGS

1. The facilities may only be booked in sessions which are:-

morning            08.00 to 13.00

afternoon         13.00 to 18.00

evening            18.00 to 23.00

2. In exceptional circumstances, bookings for periods outwith or beyond the sessions specified or for other periods may be accepted, depending on circumstances. Please contact the Clerk to discuss your requirements before submitting an application.

3. **Access to the room will not be given outside the session booked.** If access is required prior to or after the booked session, that earlier or later session must also be booked and the appropriate fee paid.

4. Provisional bookings are not accepted. An indication of available sessions will be given but no booking will be made until the application form and appropriate fee are received.

5. Bookings are made on a strictly "first come, first served" basis.

5. Unless the booking has been made in person, confirmation will be sent within one week of receipt of the Booking Form by the Parish Council. If the hire fee has been sent with the application, a receipt will accompany the confirmation. if you do not receive written confirmation within 2 weeks of sending the Form, You should contact the Clerk (see below) to ascertain the position.

## FACILITIES

1. The following facilities are available for use by hirers:-

toilets (disabled use)

tables and chairs

urn

crockery

kitchen facilities.

2. Hirers must provide their own detergents, towels, cloths, tea, coffee, etc.

3. Whilst the rooms will be **set up**, so far as practicable, to the hirer's requirements by Parish Council employees,

### hirers must

☞ **leave the rooms in a neat and tidy condition,**

☞ **wash and store crockery, etc. used, and**

☞ **remove refuse and, where appropriate, unsold or undisposed of items.**

4. No banners, notices, etc. are permitted on the outside of the Moot Hall

5. When the Tourist Information Centre is open, the common use areas must be kept clear at all times and access to the Tourist Information area must not be restricted. Entry to the Moot Hall must be free, and any charges made by the hirer may only be collected **within** the area of let.