

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ
Telephone: 01394 459172
[**orfordtrust@outlook.com**](mailto:orfordtrust@outlook.com)

ORFORD TOWN HALL HIRE CONDITIONS, NOVEMBER 2024

1. The Hirer agrees to be responsible for leaving the premises and its fixtures, fittings and contents in the condition in which they were at the beginning of the hire. Tables and chairs to be put away at the end of the hire. Floors to be swept and rubbish put in the bin. Kitchen facilities to be left clean and all washing up completed by the end of the hire. All damage and breakage will be the responsibility of the Hirer and the Hirer must ensure that persons using equipment are aware of how the equipment operates. Equipment must never be used by persons under the age of 18. Please note that for insurance reasons we do not allow bouncy castles to be used on the premises.
2. **FIRE ASSEMBLY POINTS** In the event of a fire or other emergency, the main assembly point for all users of the Town Hall, is the car park in Market Hill, with a secondary meeting point outside the old smokehouse in Bakers Lane. The Hirer accepts responsibility for undertaking a headcount of persons using the Town Hall, to assist the emergency services in their work. It is a condition of hiring the Hall that when members of the public are present there should be 2 stewards present when up to 100 people are present, plus an additional steward for each additional 50 persons. If using the New Room, please ensure that the back door is unlocked for the duration of the hire so it can be used as an emergency exit, and locked again at the end of the session. If using the Main Hall Hirers must ensure that all fire exits are kept clear at all times.
3. **SMOKING.** The entire premises are non-smoking. The Hirer must ensure that anyone wishing to smoke outside the Town Hall only uses the outside front (Market Hill) entrance. It is a strict condition of hire that Hirers will not permit persons to congregate in Bakers Lane for smoking or any other purpose.
4. Hirers must be aware that the rear entrance to the Town Hall extension is for emergency use only and all access and egress must be through the main entrance in Bakers Lane or the entrance in Market Hill.
5. All rubbish is to be left in the rubbish bins provided. Any rubbish in excess of the capacity of the bins must be removed by the Hirer. In particular, no rubbish is to be left in Bakers Lane.
6. If alcohol is to be consumed this must be disclosed on the booking form. If alcohol is to be sold, then a copy of the licence must be provided. No alcohol may be consumed or sold after 11.00 PM - notwithstanding that the licence may be for later.
7. The Hirer agrees to the conditions of the Public Entertainment Licence, details of which can be obtained from The Clerk. Conditions regarding maximum numbers for the type of event to be held must be observed.
8. No music or loud noise is permitted after 11.45 PM. The premises must be vacated by midnight. There shall be no music or noise in the New Room, which is for events with 'conversation' noise levels only. The Main Hall may be used for music etc. The Hirer must ensure that no nuisance is caused to nearby residents.
9. Children must be supervised at all times and may not congregate in the corridors, kitchen, on the stairs or lift areas. A responsible named adult must be identified at the time of the booking as required on the booking form.
10. Bookings may be from 8am on the date of hire and are available for morning, afternoon and evening sessions for various combinations of facilities. A schedule of charges is available from The Clerk.
11. No damage must be made to the fabric of the Town Hall (walls etc), and no picture hooks/screws/nails may be put on the walls. A charge may be made to cover any damage. For art exhibitions etc a returnable deposit of £100 may be requested.
12. The Hirer should contact the Clerk at the Town Hall at least one week before the booking date to discuss arrangements for access to the Town Hall, tel 01394 459172. Please leave a message if the Clerk is not available.