

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Town Clerk's Office  
Telephone: 017683 51177  
Email: [admin@applebytown.org.uk](mailto:admin@applebytown.org.uk)  
Facebook: Appleby-in-Westmorland



[www.applebytown.org.uk](http://www.applebytown.org.uk)

Moot Hall  
Boroughgate  
Appleby-in-Westmorland  
Cumbria, CA16 6YB

## APPLEBY-IN-WESTMORLAND PUBLIC HALL

### BOOKING TERMS AND CONDITIONS

#### BOOKING THE HALL

- The Public Hall is managed by Appleby-in-Westmorland Town Council. Bookings should be made through the Town Council's Public Hall Administrator and approved by the Town Clerk. Hirers must be 21 years of age or over.
- The Clerk may refuse a booking, or, with reasonable notice, cancel a booking and any booking fee already paid will be refunded.
- A cancellation fee (50% of booking cost) will be charged in the event of the hirer's cancelling a booking less than 48 hours prior to the date the booking was due to take place.
- Anyone wishing to make arrangements regarding the hire of the Hall must do so directly with the Clerk's Office and not with other hirers.
- When hiring out the Supper Room every effort will be made to ensure the lift is fully operationally as an alternative to the stairs, however, the Town Council does not accept responsibility should this not be the case.
- If you wish to use the Wi-Fi connection in the hall, please outline this on your booking form. The Town Clerk may refuse access if the reasons for connecting are not deemed as essential to your booking.

#### HIRER'S REPONSIBILITIES

- The hirer shall be responsible for the conduct of the Hall's users and accepts responsibility for any damage to the Hall, its fixtures, or fittings. An appropriate number (five for a dance or party, eight adults supervising an event involving young people) of stewards must be on duty during the course of the event.
- The hirer shall abide by all safety regulations governing the use of the Hall. Emergency exits will always be kept clear.
- The hirer shall not sub-let the Hall without the approval of the Clerk.
- The Hall shall always be accessible to any authorised person. The Town Council reserve the right to carry out spot checks at any time.
- The Town Council does not accept responsibility for any property belonging to the hirer or users of the Hall.
- The Hall shall be left in a tidy condition and rubbish must be removed. The cost of extraordinary cleaning will be charged to the hirer.
- The provision of Public Liability Insurance for an event is the responsibility of the hirer.
- It is the hirer's responsibility to ensure that no one smokes in the building. Should anyone be found to be smoking, the hirer will be responsible for any action taken against the Council e.g., any fine incurred.
- Should the Fire Alarm be activated, please telephone 017683 51953 (Caretaker)
- The Kitchen and its appliances, i.e. cooker, microwave, dishwasher and fridge, should be left spotless after use, if they are not a fine will be imposed on the hirer.
- You must repair, or pay for the cost of repair, for any damage caused to the hall during your hire. This includes accidental damage and for loss of contents.
- Access to the balcony is strictly prohibited.

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## PARTIES AND LARGE GATHERINGS / USE OF THE BAR

- The bar will close no later than midnight. A time penalty of £50.00 is payable if the hall is not vacated by 1.30 am.
- A returnable deposit of £100.00 (or more – depending on the deemed 'risk' of the event) will be added to the account for the hire of the Hall for parties and dances. If the fire doors are opened the deposit will be lost. If the fire doors are opened the deposit will be lost, unless the music and public address system is immediately switched off.
- Should the Fire Alarms be activated, accidentally or otherwise, the £100.00 deposit will be lost.
- Smoke machines are not to be used under any circumstances.

An invoice will be sent to the relevant contact prior to the booking. Failure to pay will result in a ban from booking Appleby Public Hall.

The hirer shall be deemed to have accepted all the conditions of hire on receipt of the booking conditions.

Public Hall Booking Conditions need to be signed and returned to the Clerk before bookings can be confirmed.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office use,  
signed by:** \_\_\_\_\_