



Ross-on-Wye Town Council

Corn Exchange Lettings Conditions

DEFINITIONS

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

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

“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.

“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 where appropriate.
7. 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 for £15.00 per two-hour period.
10. Charity and community groups outside the town will be charged £25.00 per two-hour period.
11. Commercial organisations will be charged £50.00 per two-hour period.
12. Organisations and or licensee will be responsible for the washing up and tidying away of all utensils used.
13. 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 of its intention to do so.

*Adopted by the Policy & Management Committee
November 2018*