



**TERMS & CONDITIONS OF HIRE**

1. All bookings must be made by application form submitted to the Council Offices. A confirmation of booking will be issued.
2. Every hirer must have third party public liability insurance with a minimum cover of £2,000,000, and a copy of the relevant insurance certificate must be submitted to the Council Offices at the same time as the completed application form.
3. Diss Town Council reserve the right to refuse/cancel bookings at our discretion.
4. A non-returnable booking fee may be requested to secure a particular date.
5. An event risk assessment form must be completed and returned with your application as a condition of hire. Failure to do so will result in refusal of booking. Diss Town Council reserves the right to impose conditions for provision for health and safety if those stated in the form are deemed to be inadequate.
6. Three months notice of cancellation is required for the Town Council to rearrange bookings or re-let the accommodation reserved.
7. All accounts for hire charges will be submitted at the month's end and are due for payment within 14 days.
8. Where any performance or reproduction of copyright music is made, an additional charge, as per the current scale of charges, will be made and is due to the Performing Rights Society. In addition there will be a further charge if any recorded music is used as per Phonographic Performance Ltd scale.
9. All periods of hire should include preparation and clearing up time and the Town Council reserves the right to make an additional charge for any extra cleaning necessary. All damage and breakages should be reported immediately and the Hirer must replace or meet costs.
10. Suitable footwear should be worn when using the Assembly Hall. The wooden floor is not suitable for bare feet.
11. From 1st January 2006, no smoking will be allowed anywhere in the Corn Hall or Old Stables.
12. All litter and other refuse is to be placed in the receptacles provided.
13. Vehicles should not be parked in the Corn Hall yard - the area is for loading and unloading only.
14. Cooking facilities are available but hirers should provide their own crockery and cutlery and consumables for large events. Cleaning of the cooker/kitchen after use is the responsibility of the hirer.

Under the Local Government (Miscellaneous Provisions) Act 1982, conditions are attached to the Public Entertainment Licence and Theatre Licences held for the Corn Hall. These are available for inspection from the Council Offices. In particular it should be noted that:-

15. The premises shall not be used for public dancing, music or other public entertainment except between the hours of 10am and 1am, Monday to Saturday inclusive.
16. The hirer shall maintain and keep good public order and decent behaviour on the premises at all times.
17. There must be no excessive noise which might cause residents in the area to be unreasonably disturbed.
18. Diss Town Council does not undertake to insure any equipment or contents belonging to hirers of the building, which are stored at the hirers' own risk. Hirers must therefore make their own insurance arrangements for all risks cover. All hirers should maintain adequate First Aid provision for all events. The Town Council does not insure any activity undertaken and no liability will be accepted.

**OLD STABLES - SUPPLEMENTARY CONDITIONS OF HIRE**

19. Hanging rails are provided for the display of art exhibitions and other methods are not permitted.
20. Diss Town Council does not undertake to insure exhibitions held in The Old Stables - the usual Public Liability cover operates but does not extend to cover works of art etc. Hirers should therefore make their own insurance arrangements for all risks cover.
21. Hirers are responsible for the provision of their own First Aid cover.
22. Where a preview evening is held in addition to the usual exhibition, times must be specified on the application form and an additional charge (to cover caretaking costs) will be made.
23. The usual period of hire is from 7am on Monday to 5pm on Saturday.  
Community Hire applicable to all not-for-profit organisations based in, or within a 5 mile radius of Diss or those providing a public service.  
Commercial Hire - applicable to all profit making organisations or those not-for-profit organisations based outside of Diss town or beyond a 5 mile radius.