



CITY OF ELY COUNCIL

LETTING POLICY FOR MEETING ROOMS IN SESSIONS HOUSE, LYNN ROAD, ELY

Conditions of Hire

1. Applications for the hiring of the meeting rooms must be made in writing on the Council's booking form.
2. The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.
3. The hirer may cancel the booking upon giving a minimum of 14 days' notice in writing and a full refund will be given. Cancellations within 14 days of the booking will not be refunded.
4. The Council reserves the right to refuse any booking, without giving a reason.
5. If you hire a room in an evening, after 4.00 pm Monday to Thursday or 2.30 pm on a Friday, or at a weekend, the Council will provide a Duty Manager for the duration of your hire, this is included within the hourly rate.

Use of Premises

1. You will have exclusive use of the rooms stated on your application form. This will also include the use of the shared small kitchen area.
2. There is a no smoking policy throughout the building and its environs.
3. Alcohol is not permitted to be sold at an event or included within the entry price, if a chargeable event.
4. We reserve the right to request a copy of your public liability insurance certificate.
5. The hirer shall repay the Council on demand, the cost of reinstating, replacing or repairing any part or parts of the premises, including any of the furniture or fittings therein contained which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees during the period of the hire.

6. All use of the room is subject to the hirers accepting responsibility for returning furniture/equipment to their original position and for securing doors/windows of the premises. All hirers shall leave the premises and surrounds in a clean and tidy condition.
7. The Council and any of the emergency services can enter the premises at any time without prior notice.
8. You must make sure the marked fire exits are operational and are kept clear at all times.
9. All hirers must read and be familiar with the Fire Safety Procedures.
10. There is no car parking available.

Charges per hour

Room	Monday – Thursday 9am – 4pm Friday 9am – 2.30pm	Monday – Thursday after 4pm Friday after 2.30pm Saturdays and Sundays
Antechamber	£12.50	N/A
Judges Room	£15.00	N/A
Council Chamber	£20.00	£38.00
Court Room	£20.00	£38.00
<u>Additional Charges</u>		
Projector & projector screen	£20.00	£20.00
Refreshments from drinks machine	84p per cup	84p per cup

All prices are inclusive of VAT.

Please ensure your hire times include set up and clear away.

If times are exceeded, all additional hours will be invoiced.

There is a minimum hire period of 2 hours at weekends.

Payment of Charges

1. Payment is due in full when a booking is made.
2. Cheques must be made payable to the ‘City of Ely Council’ or electronic payments to the Council’s bank account: Barclays Bank, Account No. 00256307 Sort code. 202968. Please send confirmation of electronic remittances to info@cityofelycouncil.org.uk.
3. If payment is made by a hirer and is subsequently declined causing the Council bank charges, we will seek reimbursement from the hirer concerned for the charge incurred.

This policy will be reviewed on an annual basis.

Reviewed and approved 2nd July 2017

Signed

CLlr M Rouse - Chairman of the Council