



Buckingham Town Council Council Chamber Booking Information and Policy

The Council Chamber is a small room which is suitable, for small meetings. The room holds a capacity of 25 people (17 around the table) on ground floor level. There are kitchen and toilet facilities available.

Costs	Charities and Voluntary Groups	Commercial and Business
Hire Fee	£7.00 per hour	£10.00 per hour
Minimum Fee	£7.00	£10.00
Deposit payable at time of booking, balance due on day of hiring, payable to Buckingham Town Council staff member	£7.00	£10.00

1. Signed booking forms should be returned to the Town Council and sent to Town Council Offices, The Buckingham Centre, Verney Close, Buckingham, MK18 1JP or by email to admin@buckingham-tc.gov.uk
2. All cheques should be made payable to Buckingham Town Council. Please mark any BACS payments with a reference that will identify the booking. There is a minimum deposit required at the time of booking and full payment is due by the date of hire, or first dates of hire if it is a block booking.
3. The Council reserves the right to refuse a booking if it is deemed inappropriate.
4. The Chamber is normally available during office hours (Monday – Thursday 9am – 5pm and Fridays 9am – 3pm). A Council Official will meet the Hirer at the premises at the commencement and termination of the hiring period. For bookings outside of office hours the Hirer will need to sign the Key Holder Agreement so that they can lock and unlock the premises themselves. It is also possible to do this for bookings within office hours if the Hirer would prefer to do so.
5. The Council reserve the right to cancel the hiring agreement at any time if the Chamber is needed for purposes of national or local importance (such as Council meetings) not contemplated at the time of hiring, with 7 days notice. Any fee paid will then be returned to the Hirer.
6. The person signing the booking form shall be deemed to be the Hirer. The Hirer must be 18yrs of age or older.
7. The premises must be booked for the actual time that it is to be used; this must include preparation, clearing up and the actual function.
8. The Hirer is responsible for making sure that the premises are not left unattended and unsecured at any time during or at the end of the hire period. Hirers must hand over to a member of BTC staff before leaving at the end of their booking, unless they have signed up to the Key Holder Agreement and are securing and locking the premises themselves.

9. We are happy to provide a kettle, cups, saucers and spoons which you are welcome to use. However these must all be washed, cleaned, dried and put away after use. Any consumables such as tea, coffee and milk are to be supplied by the hiring organisation.
10. At the end of the hire, the Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, replacing any furniture etc. in its original position, and securing the premises unless directed otherwise.
11. The Hire shall not sub-let or use the premises for any unlawful purposes or in any unlawful way not do anything, nor bring anything which may endanger the premises, their users or any insurance policies relating thereto nor allow the consumption of alcohol thereon without permission.
12. All equipment brought into the Chamber by the Hirer or their agents must be removed at the end of the hire period.
13. No activity shall be carried out on any part of the Town Council's property, which might constitute a risk to Health and Safety or to the Chamber and surrounding properties.
14. The Hirer must make themselves aware of the fire safety procedure and is responsible for ensuring that this information is passed to all present at the commencement of the hiring and that all aspects of the procedure is adhered to. No obstructions should be placed in front of Fire Exits.
15. The Hirer must report all accidents involving injury to the public to the Town Council as soon as possible. Any failure of equipment either that belongs to the Chamber or brought in by the Hirer must also be reported as soon as possible.
16. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the Law relating to gaming, betting and lotteries.
17. No person may attach anything to the walls without prior permission of the Town Council, or in any way damage any part of the building, seats, tables, furniture etc.
18. Smoking in all parts of the Chamber (including toilets) is strictly forbidden.
19. The Council shall not be responsible or liable for or in respect of any damage to or loss of any property placed or left upon the premises.
20. Buckingham Town Council reserves the right to charge for any loss or damage caused to equipment or premises.
21. The Hirer must ensure that any electrical appliances brought to the premises are certified as safe and in good working order, and are used in a safe manner and at owner's risk.
22. Highly flammable substances are not permitted on the premises.
23. No naked flames in the form of candles, gas cookers incense burners etc. are permitted.
24. The Chamber is a meeting room and therefore is not suitable for the use of selling or purchasing.
25. In signing the Booking form you are accepting responsibility for your use of the Council Chamber during the period of occupation.