

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Town Clerk: Katherine Doughty



Jubilee Room (Pump House) – Important information for your booking

The Jubilee Room is suitable for meetings, small classes and community activities. This is a shared building and must be used with care and respect.

Capacity: Maximum capacity 50 persons

The hirer must ensure this is not exceeded.

Access and lock up

The venue will be unlocked during office hours or by the caretaker during weekends and evening.

Caretaker support

A caretaker is on call during your booking.

For urgent issues only, please contact:

Gary – 07759 169326

This number is for urgent matters that cannot wait. For all other queries, please contact the office during working hours.

Alcohol

The Pump House is not licensed for the sale of alcohol.

If alcohol is to be provided, this must be agreed in advance and may require a Temporary Event Notice.

Furniture and equipment

Due to the high level of technical equipment and cabling, the room must remain in its set layout.

The hirer must not:

- move furniture
- move or adjust the screen or any technical equipment
- interfere with cables or connections

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Any changes must be agreed in advance and will be carried out by the Facilities Team only. Council equipment is regularly safety checked. Hirer equipment must be safe, in good condition and used at the hirer's own risk.

Cleaning and reset

The hirer must:

- remove all rubbish
- clean tables and surfaces used
- leave the room clean and tidy

Additional cleaning will be charged where required.

Toilets and facilities

The Pump House is a shared building. The hirer must ensure:

- toilets and access routes are kept clear
- no items are stored in or block access to toilet areas
- communal areas are respected and left tidy

Noise

The hirer must keep noise to a reasonable level and ensure users leave the building quietly.

Damage and breakages

The hirer is responsible for any damage, breakages or loss during the hire period. Costs may be deducted from the deposit or invoiced.