

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Town Clerk: Katherine Doughty



Corn Exchange - important information for your booking

The Corn Exchange is Faringdon Town Council's largest venue and is suitable for parties, events, performances and larger gatherings.

Maximum capacity: 150 seated and 200 standing The hirer must ensure these limits are not exceeded.

Access and lock up

The venue may be unlocked by our caretaker or via a key safe where instructed where the hirer must:

- unlocking at the start of the booking
- securing the building at the end

Full instructions will be provided in advance.

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 and licensing

The Corn Exchange is licensed. The hirer must:

- inform the council in advance if alcohol will be provided
- comply with all licensing requirements

A Temporary Event Notice (TEN) may be required depending on the event.

Noise

This is a town centre venue in a residential area. The hirer must keep music and noise at a reasonable level and ensure guests leave quietly. Failure to do so may result in the event being stopped.

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Cleaning, rubbish and reset

This is the most common issue and must be adhered to.

The hirer must:

- remove all rubbish from the venue
- clean tables and surfaces used
- return all tables and chairs to their original layout
- leave the venue as it was found

Additional cleaning or clearance will be charged.

Toilets and facilities

Toilets must be kept clear and accessible at all times.

Items must not be stored in or block access to toilet areas.

Furniture and equipment

The Corn Exchange has a PA system available. Clear instructions are provided. The hirer is expected to:

- read and follow the instructions provided
- allow sufficient time to set up

Council equipment is regularly safety checked. Hirer equipment must be safe, in good condition and used at the hirer's own risk. The caretaker is not responsible for full event setup or operation of equipment.

Damage and breakages

The hirer is responsible for any damage or breakages during the hire period.

Costs will be deducted from the deposit or invoiced.