

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Town Clerk: Katherine Doughty



Old Town Hall - important information for your booking

The Old Town Hall is a smaller venue suitable for meetings, small events and community use.

Capacity

Maximum capacity: 50 persons

Access and lock up

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

- unlock at the start of the booking
- lock and secure the building at the end

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 Old Town Hall 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.

Cleaning and reset

The hirer must:

- remove all rubbish
- clean surfaces used

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- return furniture to its original layout

The venue must be left clean and tidy. Charges will apply if additional cleaning is required.

Toilets and facilities

Toilet access must remain clear at all times and must not be obstructed.

Furniture and equipment

Council equipment is regularly safety checked. Hirer equipment must be safe, in good condition and used at the hirer's own risk.

The hirer is responsible for setup and operation.

Damage

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