



# St Helens Town Hall Room Booking Terms and Conditions

1. Any person applying to hire the rooms must state the specific purpose for which the room is required.
2. No intoxicating liquor is to be consumed on the premises without the express permission of the Council and the appropriate licensing requirements being in place.
3. No person other than those agreed by the Council shall adjust or interfere with the gas and electric fittings or any fixtures on the premises.
4. Any person behaving in a drunken or disorderly fashion may be expelled.
5. The hirer shall not sublet the hired premises or any part thereof. If he/she does, the hiring will be cancelled and the charged paid forfeited.
6. Under no circumstances will the Council accept responsibility for any damage or theft or loss of any property.
7. The Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restrictions or Act of god, which may cause the rooms to be temporarily closed or the hiring to be interrupted or cancelled.
8. The hirer shall be liable for and shall indemnify the Council in respect of any loss, damage or injury which may be incurred by or done or happen to the hirer or person in the Town Hall by reason of the use of the hired premises by the hirer.
9. Any damage to the building or its contents or any other property of the council during the hiring shall be paid for by the hirer and the amount of damage shall be assessed by the Director of Housing, Environmental and Contract Services of the council whose assessment shall be binding on both parties.
10. The right of entry to the hired premises is reserved to any council member, any officer of the Council or any police officer on duty at the time of the hiring.
11. The hirer shall during the hiring be responsible for:
  - a) the efficient supervision of the hired premises including the effective control of children,
  - b) the orderly and safe admission and departure of persons to and from the hire premises and the orderly and safe clearance of the hired premises in case of emergency
  - c) the safety of the hired premises and the preservation of good order and decency ensuring all doors giving egress from the rooms are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use and no obstruction shall be allowed in any corridor giving access to the room
  - d) ensuring that there are sufficient properly instructed attendants to prevent more persons being admitted to the rooms than can be properly accommodated therein.
12. The hirer, its servants, agents and contractors shall during the hiring and during such other times as they or any of them shall be in the town Hall for the purpose of the hiring comply with all the requirements of the Public Buildings Assistant on duty.
13. If the hirer fails to observe and perform any one of more of the conditions the council may:
  - a) charge and recover from the hirer any expenses incurred by the Council in securing such observance and performance
  - b) cancel any other engagement for any room or rooms in the Town Hall that the hirer may have made without incurring any liability to the hirer or being under any obligation to return any deposit.

14. The hirer shall not use the rooms for the performance in public of any music, lecture or dramatic performance in which copyright subsists without the consent of the owner of the copyright or in any other manner infringe and subsisting copyright occurring during the period of hire
15. Immediately after the conclusion of any musical performance a list of all music performed with the names of the composer, arranger and publisher of each composition performed is to be handed to the Council for presentation to the Performing Right Society
16. All equipment brought into the town Hall by the hirer or his agents or contractors must be removed not later than 10.00 am on the day after the hire or earlier on the direction of any duly authorised officer of the Council. The Council shall not be liable in any way for any damage or loss sustained by any equipment while it remains in the Town Hall.

## Payments and Refunds

The following terms and conditions apply to all bookings accepted by the St Helens Registration Service. In booking your ceremony with our service you are agreeing to accept the terms and conditions set out below.

### Reservation Booking Fee

- A non-refundable reservation booking fee is payable at the time of booking for all ceremonies.
- The reservation fee covers changes to the time of your ceremony only.
- Any new ceremonies booked the date of your existing booking changed or the re-booking of cancelled ceremonies will incur a further administration fee.

### Notice fees

- The fee is payable at the time of booking the appointment to give notice.
- A refund is applicable when notice is not given and by written request to the Superintendent Registrar.

### Payment of Ceremony Fees

- All ceremony fees are payable no later than 8 weeks prior to the ceremony date.
- For ceremonies booked within 8 weeks of the date of the ceremony the full ceremony fee is payable as soon as both notices of marriage are given.

### Refund of Ceremony Fees

- Ceremony cancelled less than 8 weeks prior to the date – **No refund**
- Ceremony cancelled more than 8 weeks prior to the date – **50% refund**

### Please Note

- Any refunds do not include the reservation fee.
- For the purpose of refunds the cancellation date is deemed to be, when written confirmation is received by the Superintendent Registrar.
- Payment will only be made to the person named on the original receipt issued by the Register Office
- All fees are subject to annual review and any changes are implemented on 1<sup>st</sup> April each year.
- All terms and conditions are subject to review at the discretion of the Local Authority.
- For Covid-19 refunds see 'Certificate & Ceremony Fee Waiver, Refund and Reduction Policy'.