

## NOTES FOR GUIDANCE OF HIRERS

### Questions:

1. & 2 & 3. If the Hiring is for an organisation please give name of that organisation as well as a contact name, address and telephone number.
  - 4: **Nature of Function** – Please give a brief description of your planned event
  - 5: **Date of Function** – Please state day, month, and year.
  - 6: **Time** – Please state when function will begin and end. Included in the hire charge is 30 minutes before the start and 30 minutes after the event finishes to allow for preparation and clearing up.
  - 7: **Additional Time** – If any extra time is required in additional to the above, please book this now and the normal hourly rate will apply.
  - 8: **Rooms Required** – The Lower Great Chamber and the Tea Shop are available for most evening events. But can be booked at certain times for special events. The Great Hall is not available during the normal public opening hours, although special requests will be considered. **Please be aware that there is no heating in the Great Hall and the use of portable heaters is strictly prohibited.**
  9. **Modern Kitchen** – There is no extra charge for this or gas used.
  10. **Outside caterers** – Must be aware of the Health & Safety Policy as it applies to the modern kitchen. (Copy Enclosed)
  - 11,12 & 13. **Alcohol** – Must not be sold on the premises unless a special licence has been obtained.
  14. **Additional requests** – If you have any special requirements please make them known at time of booking.
  15. Hirers should not charge a separate entrance fee on the door and all events must be by **ticket** only.
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### **Conditions of Hire**

1. Lincolnshire County Council shall not be responsible for any loss or damage to any property whatsoever or death or injury to any person whatsoever. Hirers must provide their own insurance against liability towards the public and their own employees, associates and guests or be held personally responsible.
2. The use of the premises must be restricted to the use specified on the booking form.
3. The sub letting of the premises is prohibited.
4. The right to cancel any letting is reserved by the Director of Education and Cultural Services.
5. The Hirer shall be required to pay for any breakages.
6. The Hirer shall be responsible for leaving the premises in a clean and orderly state.
7. Any false call out of the Emergency Services will be charged to the Hirer.
8. The Hirer shall ensure that all persons using the premises are familiar with the **FIRE** escape procedure and the **NO Smoking** policy within Gainsborough Old Hall.
9. The use of portable heaters is strictly prohibited.
10. Use of the Grounds of the Old Hall is subject to a restrictive **Covenant** and permission must be sought in advance.