**PRINCES RISBOROUGH TOWN COUNCIL**

Princes Centre, Clifford Road, Princes Risborough, Bucks HP27 0DP

Town Clerk: Susanne Barter

Telephone: 01844 275912

Website: www.princesrisborough.gov.uk

**Contact: Bookings Officer**

**E-mail: bookings@princesrisboroughtowncouncil.gov.uk**

# Guidelines for the use of the Market House

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|  | **Registered Charity** | **Commercial** |
| **Hourly rate (minimum booking of 2 hours)** | **£12.00 incl VAT** | **£21.00 incl VAT** |

##

We are delighted to offer the use of our Market House at the above specified rates to local organisations, residents and charities.

This information pack has been put together to guide you through what we can offer and the information we need to book the room for your event or function. If you have any additional needs or special requests, we will be happy to consider them.

1. The Market House is available Monday – Friday (9am – 5.30pm). However, requests to use the Princes Risborough Town Council Market House after regular business hours will be considered.
2. A person of18 years of age or older must accept responsibility for the room and must be present at all times, whilst the Market House is in use by your organisation.

### The seating in the room is for a meeting layout for 2-12 people. See attached plan. If you require the seating to be arranged for a meeting for up to 18 people (see option 1), please advise the Town Council. A fee of £25 will be charged to set the room up and return to its original order.

1. We provide a standing hot and cold-water cooler, disposable cups, glasses, spoons, tea, coffee and UHT milk which you are welcome to use.

### You may park to load and unload, but no parking space is available for Market House users, however, we are happy to provide you with detailed information on parking available in the town centre on request. This information can also be accessed directly from our website.

1. You may be required to participate in unannounced fire drills in order to familiarise yourselves with the evacuation procedure. A responsible member of your organisation will be given an initial fire evacuation induction.
2. Furniture, stands, displays or other equipment must not be positioned in front of exit doors or in escape aisles.
3. Capacity of the room is 18 people seated.
4. You will be required to keep a register of all persons on the premises for fire safety purposes. An up-to-date copy must be with the organiser at all times to be used in the event of an emergency.
5. Any electrical equipment brought onto the premises must have been tested for electrical safety and be properly labelled.
6. A risk assessment for the Market House is part of the hire pack. However, depending on the activity your organisation is undertaking on the day, you may need to complete one yourself. A copy of this assessment must be made available to us on request.
7. A reservation must be made at least a week in advance, with an estimate to the number of people that will be using the Market House.
8. The room and toilets must be clean and tidy. Any additional costs we incur in putting the room back will be charged to you directly.
9. Princes Risborough Town Council reserves the right to charge for any loss or damage caused to equipment or premises.
10. Smoking is not allowed in the Market House, or directly outside the premises. If you wish to smoke, please leave the premises entirely.
11. No alcohol is permitted in the Market House or directly outside of the premises.

### Any rubbish or belongings must be removed after the end of each session. If you fail to do this, it may result in a charge.

1. Please ensure you bring with you tape/cable protector if you are using equipment where cables are going to be running through the Market House. This is to avoid injury, as people within the Market House may trip over the loose cables. If the equipment is provided by us, we will provide all safety equipment.

### Please sign and date to confirm you agree with the above conditions.

**Signature** ……………………………………………………………………………… **Date** Please return the signed copy to at the Town Council office or e-mail bookings@princesrisboroughtowncouncil.gov.uk

### Market House Booking Information

This room located in the recently restored historic market building on the first floor in the centre of Princes Risborough is available for hire.

Due to our convenient location in the centre of Princes Risborough Town, the Market House, located in the Town Hall, is a popular venue to hire for formal and informal meetings or gatherings.

### Description of room

**Market House**: A small room which is suitable for meetings. The room can be adjusted to be laid out theatre style and boardroom style. The room has a seating plan for up to 18 persons. Adjacent to the room is located a toilet with hand basin. A floor standing hot and cold-water cooler is provided within this room.

### Additional facilities:

TV /I.T. Hub

Tea making facilities, including disposable cups and glasses, tea, coffee and UHT milk.

### Health & Safety

We have a risk assessment in place, which is checked on a regular basis. However, we cannot be responsible for the activities that are carried on within the Market House, so we do urge organisations to complete their own risk assessment for their activities and to take any relevant and appropriate action.

We are only responsible for the room and facilities provided and cannot be held responsible for your activities or misuse of the facilities provided.

### Insurance

Organisations using our Market House will need to have their own liability insurance to cover any damage caused to the building by accident, negligence or misuse. Before allowing you the use of the Market House, we require proof of your organisations liability insurance.

### Fire Procedure

In the event of a fire, there is a procedure that we have in place that must be followed. Please ensure that you are aware of this procedure, on the day of your arrival.