



Newmarket TOWN COUNCIL

THE KING EDWARD VII MEMORIAL HALL
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP

Telephone: 01638 667227

Town Mayor: Councillor Andy Drummond

Town Council Manager: Roberta Bennett

CONDITIONS OF USE AND HIRE

1. Access to the Severals will be subject to a properly completed application form together with the confirmation of booking form.
2. The Severals will only be available for use after completion of daily horse training periods. This normally means that access is only allowed after **12.00 midday**. The access will be confirmed in consultation with the Jockey Club.
3. The type of event will be subject to individual consideration by the Event Manager. Currently a maximum of 14 events per annum are permitted at the Severals. There will be a maximum of 8 boot fairs per annum available to town charities only.
4. Any other event whereby the organisation is not deemed to be local or voluntary or is deemed to be commercial in nature shall be referred to Members for consideration.
5. There will normally be no charge for events on the Severals except if additional costs to the Council are likely to be incurred as a result of the event, or if such an event is deemed to be non local and voluntary or if deemed commercial in nature.
6. Swapping of dates with another organisation will only be permitted with the permission of the Town Clerk. Such permission to be obtained in writing.
7. The Hiring Organisation must arrange to collect the keys to enable entry to the Severals from the Town Clerk on the day prior to the event (Friday for Sunday Boot Sales). A **£5.00 deposit** will be required upon collection of the keys. Keys must be returned no later than the day after the event.
8. The Hiring Organisation is responsible for clearing away all rubbish and unwanted items from the Severals and the car park opposite. Any rubbish left will incur an additional charge. Failure to comply may jeopardise any future bookings.
9. **The Hiring Organisation is responsible for ensuring there is sufficient public liability insurance to cover their event.** The Council's policy is to have at least £5,000,000 cover. The Event Manager must have sight of the appropriate insurance prior to the event. **Please forward a copy before the event takes place.** * A completed suitable and sufficient **Risk Assessment** must be forwarded to the Town Council four weeks prior to the event. A template can be requested from the Town Council if required.
10. The Hiring Organisation is responsible for ensuring that any food vendor or other trader (fairground activity etc.) has the necessary insurances, food handling certificates and that they are registered with their local authority as appropriate.