



SUDBURY TOWN COUNCIL - HIRE OF DELPHI CENTRE
SCALE OF HIRE CHARGES FROM APRIL 2013

Hire of Ballroom/Kitchen/Bar/Toilets	Saturday (9am-12midnight) Weekday Evenings (6pm-12midnight)	Midweek (9am – 6pm)	Sunday (9am-12midnight)
Non Commercial hirings of a private nature for Wedding Receptions, Private Functions, Parties or Meetings (including bar facilities if required).	£31 per hour (Max Charge £250)	£21 per hour	£16 per hour
Commercial hirings or for hirings e.g. Dances, Dinner Dances, Banquets, Exhibitions and Conferences (including bar facilities if required).	£36 per hour	£31 per hour	£26 per hour
Charities/Organisations hirings for Dinner Dances, Coffee Mornings, Fayres, Exhibitions and Conferences etc. (including bar facilities if required).	£21 per hour (Max Charge £200)	£16 per hour	£11 per hour
Hire of Lounge/Kitchen/Bar/Toilets			
Non Commercial hirings of a private nature. Private Functions or Meetings (including bar facilities if required)	£16 per hour	£16 per hour	£16 per hour
Commercial hirings or for hiring's e.g. Exhibitions and Conferences (including bar facilities if required).	£21 per hour	£21 per hour	£21 per hour
Charities/Organisations hirings for Dinner Dances, Coffee Mornings, Fayres, Exhibitions and Conferences etc. (including bar facilities if required).	£11 per hour	£11 per hour	£11 per hour
Hire of Committee Room	£8 per hour	£8 per hour	£8 per hour
Hire of complete facilities inclusive of Playing Field	PRICE ON APPLICATION ACCORDING TO USE		
Charges for special or extraordinary hirings – i.e. Trade Shows, Horticultural Shows etc. to be fixed and agreed on application to Sudbury Town Council.			

All hire charges quoted are subject to VAT.

The Council's licence permits PUBLIC MUSIC, SINGING and DANCING at the Delphi Centre during opening hours.

A £50 DAMAGE WAIVER WILL BE REQUIRED AT THE TIME OF BOOKING. THIS IS REFUNDABLE WITHIN SEVEN DAYS PROVIDING NO DAMAGE OR BREAKAGES OCCUR.

THE BALANCE OF ALL HIRE FEES MUST BE PAID IN FULL AT LEAST FOURTEEN DAYS PRIOR TO THE HIRE BEING TAKEN UP, UNLESS SPECIAL AGREEMENT HAS BEEN RECEIVED IN WRITING FROM SUDBURY TOWN COUNCIL.

All lettings of the Delphi Centre are governed by the Rules made by Sudbury Town Council from time to time and your attention is respectfully drawn to the terms and conditions of hire printed overleaf.

TERMS & CONDITIONS

Catering – All Caterers used must be approved by Sudbury Town Council. The Kitchen must be left in a thoroughly clean and orderly state on completion of the hiring.

Drink – Sudbury Town Council run and maintains the bar at the Delphi Centre. All beers, wines and spirits, cider and soft drinks to be sold at the Delphi Centre must be supplied by Sudbury Town Council. **No beer, wines and spirits, cider and soft drinks other than that purchased in the Delphi Centre may be brought or consumed on the premises.**

Seating – A maximum of 250 people can be seated within the ballroom. Extra seating can be arranged in the Lounge. The Delphi Centre is licensed to accommodate a maximum of 300 persons mixed seated and standing. The Delphi Centre has full disabled facilities. **If special seating arrangements are required, other than the standard seating layout, 2 weeks notice will be required, together with an agreed table plan.**

Control of Guests – This is the responsibility of the hirer. Council staff, may, during the hiring of the centre or any room in connection therewith by the hirers, be in attendance and take general charge, but they shall not be required to assist in the erection of tables or stalls at bazaars, etc. **The right of entry to the premises is reserved to any Senior Officer of the Council and any Police Officer at any time during the hiring.**

Cloakroom – This is the responsibility of the hirer. Sudbury Town Council accepts no responsibility for loss or damage to items of clothing or personal belongings brought onto the premises. Sudbury Town Council also accepts no responsibility for injury or death to any persons attending a function.

Entertainment – Entry into the Delphi Centre for entertainers is through the doors at the back of the club. These doors must be kept closed during the hiring as noise is transmitted to residents living nearby. Please be aware that all groups/discos should endeavour to keep the base transmitted from their equipment to a minimum. **All music is to be played through the Centre Noise Meter, set at 102db. Adjustment of the meter will not be permitted. If any artist is found not to be playing through the meter then the function will be halted and the artist asked to leave the premises. Anyone found tampering with the meter will also be asked to leave the premises. ALL MUSIC IS TO CEASE BY 11.45 P.M.** Sudbury Town Council shall, in no way, be held responsible to any damage to the artist's equipment howsoever caused, either on site or in transit. The artist should carry his own insurance. **It is the hirer's responsibility to ensure any artist/disco is correctly licensed to perform/play music.** The Performing Right Society has granted the Town Council their own copyright music licence, and copyright fees will therefore be dealt with by the Council.

Damages – All damage to the centres property, in excess of the normal acceptable glass breakages, or any undue mess however caused, will be charged for as decided by Sudbury Town Council and recovered by legal means if necessary.

SMOKING – AS FROM 1ST JULY 2007 SMOKING WILL NOT BE PERMITTED ANYWHERE WITHIN THE DELPHI CENTRE, ANYONE FOUND NOT ADHERING TO THIS REGULATION WILL BE ASKED TO LEAVE THE PREMISES. Naked flames (candles, tea lights etc.) are not permitted on the premises. It is the hirer's responsibility to ensure any artist/disco and guests are made aware of this regulation.

Health & Safety – As the hirer you will be responsible for Health and Safety of those who attend. The Centres Health and Safety Policy document will be supplied by the Manager and must be adhered to if the occasion arises. Any third party acting on your behalf must be informed of the content of the document.

Fire safety – The hirer will be instructed in fire safety matters prior to the event. The hirer is required to make a fire safety announcement at the commencement of the event. Council staff on duty will have been trained in the use of fire extinguishers. Where possible, the hirer should maintain a register of attendees at the event.

Car Parking – The Delphi Centre has its own access road and car park. The car park has limited spaces available with some disabled car parking spaces. Guests using the car park do so at their own risk, Sudbury Town Council will accept NO responsibility to any damage caused to persons or property whilst parking at the Delphi Centre. There is a 10 mph speed limit on the access road and within the confines of the car park.

General - No materials or articles of any description are to be fixed and no nails, screws or tacks are to be driven into part of the building whatsoever. No alteration to any electrical or gas fitting or any additional lighting is allowed without the Council's permission.

The hirer will ensure that dancers wear suitable footwear when dancing in the said premises and that a duly authorised Officer of the Council may require dancers to leave the premises if their footwear is likely to cause damage to the floor.

All rooms used by the hirers must be left in a thoroughly clean and orderly state on completion of the hiring.