

**To book Saxmundham Market Hall, please contact:**

The Town Clerk,  
The Webster Room  
Saxmundham Market Hall  
High Street  
Saxmundham  
Suffolk  
IP17 1AF

Tel: 01728 604595

Email: [townclerk@saxmundham.suffolk.gov.uk](mailto:townclerk@saxmundham.suffolk.gov.uk).

*(Please note that The Webster Room is accessed from the rear of the Hall in Station Approach).*

**The hiring fees are as follows:**

**Private Use/Charity Use:**

The Market Hall: £12.50 per hour

The Market Hall Forecourt may be booked free of charge for charitable use.

**Commercial Use:**

The Market Hall: £20.00 per hour

The Market Hall Fore Court £20.00 per day

All fees, including security deposits are payable two weeks prior to the date of the booking. If fees are not received by the due date, we may consider the booking cancelled and re-let The Market Hall to other users. Please make cheques payable to Saxmundham Town Council, Market Hall account.

# Saxmundham Town Council

## Market Hall Booking Form



High Street  
Saxmundham  
Suffolk

IP17 1AF

[www.saxmundham.org](http://www.saxmundham.org)

Tel / Fax: 01728 604595

Caretaker Judy Chesterfield

**Complete the booking form and return it together with payment to:**

The Town Clerk, The Webster Room,  
Market Hall, Saxmundham, Suffolk, IP17 1AF

**You will receive confirmation of booking by return.**

**All hirers should ensure:**

- a) The layout of tables and chairs and putting them away as found is the responsibility of the hirer.
- b) Hirers of the Market Hall should make themselves aware of the Fire and Evacuation Procedure and visual plan. These documents are kept in a folder by the microwave in the kitchen and also on the table in the Market Hall by the kitchen hatch.
- c) No naked flames and no accelerants to be taken onto the site.
- d) The payment to hire the Market Hall must be for the duration that hirers are in the Market Hall (for example, setting up and putting away) and not just the event start and finish time.
- e) Any outside commercial caterers used should be registered with their local authority.
- f) That the Market Hall is left in a clean and tidy condition.
- g) That any spillages are mopped up.
- h) All internal doors to be closed and all lights switched off.
- i) That at the end of the event you lock the doors securely and return the key as instructed, normally back in the key safe on the wall.
- j) That for reasons of hygiene you provide your own dish cloths and tea towels if you need them.
- k) Any damage/faults are reported to the Town Clerk.
- l) Saxmundham Town Council recommends hirers whose activities involve children should have a Child Protection Policy.
- m) Any excess refuse will be charged at £3.00 per bag in addition to the booking fee of The Market Hall.
- n) Any electrical apparatus that is owned by yourselves and used in the Market Hall MUST have evidence of PAT testing certification.
- o) By hiring the hall the hirer agrees to adhere to all stated conditions.

<b>Name of hirer:</b>		
<b>Address:</b>		
<b>Telephone no:</b>		
<b>Date/s required:</b>		
<b>Hire start time:</b>		
<b>Hire end time:</b>		
<b>Purpose of hire:</b>		
<b>Event start &amp; finish time:</b>	<b>Start:</b>	<b>Finish:</b>
<b>Total fee enclosed:</b>		
<b>I/we, the undersigned hereby apply for the hire of The Market Hall as detailed above. I/we will undertake to report any and all breakages and to leave The Market Hall clean and tidy at the end of the hire period.</b>		
<b>Name:</b>		
<b>Signature:</b>		
<b>Date:</b>		
<b>Please note: Tables are stored underneath the stage and chairs can be found to the side of the Market Hall.</b>		