



# Hiring

## Stamford Town Hall for Marriages and Civil Partnerships

In October 2018, Stamford Town Council was formally approved as a venue for marriage ceremonies and civil partnerships.

Whether you're looking for a larger ceremony in our Courtroom or something a little more unique and intimate in The Mayor's Parlour, our team can work with you to give you a truly unforgettable day.

Built in 1776, the beautifully restored Grade II\* Listed Georgian Town Hall is situated in the heart of Stamford.

As a former Court House, the Town Hall is full of character and original features and provides a perfect backdrop for wedding photographs.

Stamford Town Council Wedding Booking Ref:

**Approved: FPA 181223 / STC 191223**

# Wedding Booking Form

Town Hall, St Mary's Hill, Stamford, PE9 2DR

Tel: 01780 753808 email: [civicofficer@stamfordtowncouncil.gov.uk](mailto:civicofficer@stamfordtowncouncil.gov.uk)

*We understand that you may not have finalised all aspects of your day, but your special occasion is important to us, and we are available to discuss your needs with you. So please complete as much of this form as possible following your agreed date with the Registrar.*

**PLEASE NOTE THAT NO ORANGES OR ORANGE PRODUCTS ARE ALLOWED IN TO THE TOWN HALL DUE TO SEVERE ALLERGY!**

|                                   |  |
|-----------------------------------|--|
| MAYOR'S PARLOUR – up to 20 people |  |
| MALCOLM SARGENT – up to 28 people |  |
| COURT ROOM – up to 100 people     |  |

Rooms in the Town Hall  
licenced for Civil Ceremonies

Full names:.....

Address:.....

Email:.....

Phone.....Date of Function.....

Time of Ceremony:.....am/pm

## An example of the time plan for the Civil Ceremony

9.00 am – Room set-up

9.30 am – Registrar brief with Groom

10.00 am – Civil Ceremony Service

10.30 am – Photos & Celebration

11.00 am – Vacate Town Hall



(The allocated time for each ceremony is two hours, any extension of time is subject to additional charge, including set up and clearance after the event)

|                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Number of guests.....</p> <p>To make your day run as smoothly as possible please state whether any wheelchair users, guests with restricted mobility or prams and / or pushchairs will form part of the party and if so, how many</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>I apply for permission to use Stamford Town Hall Facilities as indicated on the booking form, subject to the charges and conditions of hire on the date of the function for which the space is hired.</p> <p>I have read, understood and agree to adhere to the Terms and Conditions of this Civil Ceremony Booking Form.</p> <p>Print Name:.....</p> <p>Sign:.....</p> <p>Date:.....</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### FEES FOR HIRING STAMFORD TOWN HALL - From 01 April 2024 (subject to annual review)

The following scale of charges apply for the use of the rooms\* at the Town Hall Stamford

\*Stamford Town Council is unable to hire the venue for Wedding Receptions.

| Location                                                     | Prior Day Set Up<br>Per Hour | Monday – Friday<br>10am to 4pm | Saturday<br>10am to 6pm |
|--------------------------------------------------------------|------------------------------|--------------------------------|-------------------------|
| Parlour or<br>Malcolm Sgt. Room                              | £30.00                       | £650.00 (2hrs)                 | £1050.00 (2hrs)         |
| Court Room                                                   | £55.00                       | £950.00 (2hrs)                 | £1,500.00 (2hrs)        |
| Extension on day of Wedding                                  | £150.00 per hour             |                                |                         |
| Deposit payments of £500.00 required to confirm any booking. |                              |                                |                         |



The charge for the use of the Town Hall will commence from the time the Organiser / Organiser's contract suppliers and or guests enter the building and will cease when such persons have cleared up and finally left the building. **Any equipment brought in by the Hirer must be removed from the premises at the end of the hire period, or will be disposed of by the Town Council.**

### Celebratory Drinks

- A celebratory glass of prosecco for you and your guests may be purchased at £5.00 per glass after the ceremony in the same room.
- Alternatively, you are welcome to supply your own drinks at a corkage charge of £2.50 per glass.

To confirm a booking a non-refundable deposit of £500.00 will be required.

Please visit us at the Town Hall to arrange a viewing and see how we may cater for your needs or visit our web page [www.stamfordtowncouncil.gov.uk](http://www.stamfordtowncouncil.gov.uk)



## Terms & Conditions of Hire:

### Cancellation Terms:

1. If you want to cancel a confirmed booking, you must do so in writing and the conditions below shall apply.
2. We will use reasonable endeavours to “re-sell” the date to another couple. However, you must pay Stamford Town Council any losses and costs incurred as a result of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when you cancel, the cancellation charges you must pay shall be determined by reference to the table below.
3. We will tell you the exact cancellation charges once we know whether or not we have been able to resell the date, and you must pay the charges within 20 working days of our invoice. Where the final price has yet to be finalised (for example, because you have not yet confirmed numbers), we shall base the cancellation charges on any minimum numbers set out in our quotation.

More than 1 month before event – loss of deposit or 50% of total fee whichever is the greater

4 weeks notice – loss of deposit and 60% of total fee

3 weeks notice – loss of deposit and 80% of total fee

2 weeks notice or less – full fee will be charged

1 week or less – full fee will be charged

### Making your booking

4. We may agree to you making a provisional booking with us, but this is not legally binding on either you or us unless and until a contract is entered into in accordance with paragraph 5.
5. If, after receiving our quotation for your Civil Ceremony package, you want to make a booking with us, you should within 28 days of the date of our quotation return your signed booking form and pay a deposit of £500.00. Payments can be made in cash, by cheque, by BACS or Credit Card in person. Please note that your deposit will not be refunded if you subsequently cancel a confirmed booking, as explained in paragraph 6 below. A contract is only formed between you and us when we accept your signed booking form and send our confirmation of booking letter to you. No booking application shall be binding on us, and no contract shall be formed unless and until we send this confirmation. If we do not accept your booking application, we shall of course return your deposit.



6. A deposit of £500.00 is required following confirmation of booking, cheques should be made payable to Stamford Town Council. The deposit is your acceptance of terms and conditions and will be deducted from the final invoice amount. In the event of cancellation, the deposit is non-returnable unless the room/s is/are re-let. The Hirer will be invoiced for the full amount of the hire fee, which must be paid three weeks before the event.
7. The Hirer shall, at the time of booking the premises, provide full information about the nature of the event and will be restricted to this use as specified in the confirmation letter. Sub-letting of any rooms is prohibited. The premises shall not be occupied one hour before the ceremony unless pre-arranged and the required fees have been paid.
8. The Hirer must be over 18 years of age and will be regarded as the responsible person for the event and will provide stewards/ushers who will be present during the hiring.
9. The Hirer shall pay for all damage, which may be done or occasioned, to the building, room/s, or to the fixtures, fittings, furniture, and things belonging to Town Hall and charged accordingly. Any damage caused to the Venue, its equipment, contents, or fittings will be invoiced directly to the Hirer immediately after the event. If this is not settled legal action may be taken.
10. No candles including tea lights are to be lit in any of the hired rooms or on any part of the Town Hall premises.
11. The management shall not be responsible for damage to, or loss of any equipment or goods brought into the premises by the Hirer. No smoke machines or flashing lights shall be used at any times. Any equipment brought in by the Hirer must be removed from the premises at the end of the hire period or will be disposed of by the Town Council.
12. The Hirer shall, to the best of their ability, maintain and keep good order and decent behaviour and shall not permit drunkenness or other disorderly conduct on the premises.
13. He/she/they shall ensure that music provided at the premises has been approved and shall not cause a nuisance to local residents. Any form of amplification shall be so controlled by Town Hall Management as to prevent such a nuisance. The music must end at the end of the hire period.
14. Representatives of the Town Hall, Police Officers and Fire Officers shall at all times have free access to all areas of the premises for the purpose of inspection. The Hirer will be responsible for complying with Fire Regulations, a copy of which is displayed on the premises.
15. The Hirer must provide all musical works to be performed at the premises, which must be approved by the Registrar.
16. Nothing shall be affixed to the walls, floors, ceilings, or any part of the premises. After use the premises are to be left clean and tidy and all rubbish must be removed. A minimum charge of up to £1000 could be made to cover additional cleaning if it is deemed to be necessary by the Town Council.
17. The Town Council retains the right to terminate a hiring if any of the regulations or terms and conditions are breached. The Hirer shall be liable to pay the full fee if this situation arises. The Town Hall shall have the power to terminate any agreement relating to the future hire of the premises if it is considered that the Hirer has in any way been guilty of a breach of these regulations.



18. The Town Council reserves the right to grant or to refuse any application for hire of the premises. Any decisions by the Town Council on the interpretation of these regulations shall be final.
19. It is the Hirer's responsibility to book the Registrar for the Civil Ceremony. The hirer should book the Registrar before making the booking application with Stamford Town Council.
20. No food or drink is permitted in licenced rooms until after the Civil Ceremony is completed. Any beverages supplied following the Ceremony must be by prior agreement with the Town Council. Should you wish to provide your own beverages, our standard corkage charges will apply.
21. You must comply with, and use your reasonable endeavours to ensure that your guests comply with, all of our reasonable instructions intended to ensure the safety of property and/or people at the venue.
22. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue, and we will not tolerate any abusive behaviour by guests to any other guests or member of staff. We reserve the right to remove any persons acting inappropriately from the event.

### Cancellation by us

23. We reserve the right to cancel your booking without liability to you and without any obligation to refund your deposit if:
  - i. you do not pay us the balance of your wedding package price by the date due for such payment; or
  - ii. we have reasonable grounds to believe that you may not pay us the balance of your wedding package price by the due date, and we have requested you to explain the position and you have not done so satisfactorily; or
  - iii. we discover, before you have paid the balance of your Civil Ceremony package price, that you have deliberately concealed information, or deliberately given us incorrect information, about your intended wedding in circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking; or
  - iv. we have reasonable grounds to believe that your behaviour or that of your guests at the wedding is likely to result in damage to the venue or to our property and/or injury to people.
24. If we cancel your booking under paragraph 23, you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when we cancel, the cancellation charges you must pay will be determined by reference to the table set out under paragraph 3 above.



## Events outside our control

25. Except as set out in this paragraph 25, we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control (such as serious damage to the venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as is reasonably practical. If, as a result of such events, we believe we have no alternative but to cancel your booking, we shall use reasonable endeavours to help you find an alternative venue of a similar standard for a similar price but our sole liability to you shall be to refund you any money you have paid towards your wedding package.

## Limitation of our liability to you

26. Subject to paragraph 25, our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your wedding package. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.
27. Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.

## Changes to the venue and/or your wedding package

28. We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your Ceremony. For example, we may make changes to the décor and colour schemes of function rooms, and we cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees or scaffolding).
29. We will use all reasonable endeavours to ensure that no components of your Ceremony have to be altered. However, as a ceremony plan is normally put together a long time before your scheduled date, we reserve the right to make changes to certain components if this is necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall wedding experience.
30. We will notify you of any significant changes covered by paragraphs 28 and 29, but unless the change is one which is likely to fundamentally change the nature of your Ceremony experience, we will not offer a refund, costs or compensation.





## General

- 31.** If only one person is making the Ceremony booking, that person confirms that s/he/they has the authority to make the booking on behalf of both persons intending to be married. Our contract will therefore be with both such persons.
- 32.** Any error or omission in any information or document issued by us shall be subject to correction provided that the correction does not materially affect the contract.
- 33.** You may not transfer any of your rights or obligations under our contract with you to another person without our prior written consent, which we will not withhold unreasonably. We can transfer all or any of our rights and obligations under the contract to another organisation, but this will not affect your rights under these terms.
- 34.** If any court or competent authority decides that any of the provisions of these terms are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.
- 35.** No person who is not a party to our contract with you shall have any rights under or in connection with it.
- 36.** All written communications by you to us must be sent by post to Stamford Town Council, Town Hall, St. Mary's Hill, Stamford PE9 2DR (or to such other address that we may notify to you). We may send written communications to you at either the e mail or postal address set out in our quotation.
- 37.** No confetti is to be thrown inside the building and only biodegradable confetti may be thrown outside on the terrace.
- 38.** We regret that, other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed in the venue or any of our other premises.
- 39.** These terms shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.

