



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DT

Tel: 01473 823884

## HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE

Cllrs Helen Allan, Rolf Beggerow, Andrew Knock, Frank Minns, Carol Schleip, Gavin Talbot (Chair)

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Tuesday 1<sup>st</sup> September 2020 at 7pm** via video conference.

Members of the public and press who wish to “attend” the meeting may follow this link:

<https://zoom.us/j/98025060438>

or telephone: 0203 901 7895

You will be held in a “virtual waiting room” and admitted at the appropriate time to start the meeting. The normal rules about conduct and participation in a Council meeting still apply.

The Council, members of the public and press may record/film or broadcast this meeting, when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3<sup>rd</sup> party recording.

### AGENDA

<b>1: Opening</b>	a) Welcome and opening remarks from the Chair. b) Apologies for absence. a. Councillor Cammack c) Members’ declarations of pecuniary and non-pecuniary interest. d) Consideration of dispensations.
<b>2: Minutes</b>	To approve minutes of previous Charity Committee meetings held on Tuesday 4 <sup>th</sup> August 2020 and Wednesday 19 <sup>th</sup> August 2020.
<b>3: Public Forum</b>	15 minute session. Maximum 3 minutes per person. Members of the public should not be involved in the decision-making of the Council in subsequent agenda items unless expressly invited to do so by the Chairman. If members of the public wish to speak they are advised to inform the Town Council Manager in advance to ensure that they are given the opportunity within the videoconference platform. The use of the “raise hand” icon should be used to notify the chair that you wish to speak.
<b>4: Finance</b>	To approve the attached schedule of payments over £500, whilst noting that the Town Council Manager will approve any payments under £500, in accordance with Financial Regulations.
<b>5: Guildhall Painting</b>	To agree that J McLeod is appointed to undertake painting works in the main staircase.
<b>6: Guildhall Walled Garden:</b>	To note quotes are being sought for the Guildhall’s walled garden ongoing maintenance contract, and for additional repair works.
<b>7: Guildhall hire fees review</b>	To agree the updated pricing structure, package options and terms and conditions.
<b>8: Future Meetings</b>	The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 6 <sup>th</sup> October 2020.
<b>9: Close of meeting</b>	Not later than 10pm

Siigned *A. McMillan* Andrew McMillan Town Council Manager 26 August 2020



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## Information in support of agenda items

### Item 4: Finance

Date	Payee	Description	Net Cost	VAT	Total Amount
31/07/2020	Barnes Rosher	Extra large Colour cartridge for Booking Clerks's printer	£ 27.29	£ 5.45	£ 32.74
04/08/2020	MW Partridge and Co Limited	Paint and ironmongery for redecorations of Town Hall Complex	£ 185.62	£ 37.11	£ 222.73
05/08/2020	CJ Plumbing & Heating Limited	GSR, Gas Safety Record and service gas boiler for Guildhall Flat	£ 70.00	£ 14.00	£ 84.00
10/08/2020	Gallagher Property Services Limited	Gas boiler service including labour, gas landlords certificate	£ 222.99	£ 44.60	£ 267.59
10/08/2020	Pro Duct Clean Limited	Deep clean extract system	£ 330.00	£ 66.00	£ 396.00
19/08/2020	Barnes Rosher	4 x Swing bin lid tops	£ 16.80	£ 3.36	£ 20.16
26/08/2020	Barnes Rosher	Covid-19 supplies; vinyl gloves	£ 10.99	£ 2.19	£ 13.18
26/08/2020	Forking Nuts about Gardening Limited	6th and 21st August 2020, mow, prune, sweep, deadhead, weed,	£ 152.00	£ -	£ 152.00
					<b>£ 1,188.40</b>

Date	Payee	Description	Net Cost	VAT	Total Amount
04/08/2020	Total Gas and Power	Gas invoice for Guildhall from 30/4/20 to 31/7/20	£ 522.12	£ 27.48	£549.60
10/08/2020	Pro Duct Clean Limited	Deep clean downstairs kitchen	£ 470.00	£ 94.00	£564.00
31/07/2020	Staff Salaries	July 2020 Salaries	£1,876.40		£1,876.40
31/07/2020	Staff Salaries	NIC (£0)	£ -	£ -	£ -
31/07/2020	Staff Salaries	Pension Contribution	£ 466.75		£ 466.75
31/07/2020	Staff Salaries	HMRC	£259.40		£ 259.40
					<b>£ 3,716.15</b>

Staff salaries are pre-authorised and will be reported at the next meeting.

### Item 5: Guildhall Stairwell Painting

The main staircase corridor in the Guildhall is in need of repair and painting. The height of the ceiling above the stairs means it requires specialist contractors. Quotes include all materials (paint and all fillers etc), scaffold to be supplied and erected. Prices include all woodwork and metalwork (Doors, skirting, architrave, handrail, radiators). It is envisaged that the works will last around 10 days.

J McLeod	£4,092.00
DB Finishes	£6,980.72
Breslin Builders & Decorators	£7,113.80

### Item 6: Guildhall walled garden

#### Background:

There is no contract for Guildhall garden maintenance works. The previous paperwork is not signed by either party, and in any event expired 31 December 2017. It is very basic and does not include a minimum schedule of works expected to be completed. It provides for 104 hours /annum to upkeep the garden. It states:



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*The Contractor will:*

- 1. Maintain the garden and the small section outside the Guildhall Garden wall on the St Mary's Church side as stated in the Maintenance Specification General Terms and Conditions.*
- 2. Provide 104 hours of work per year but be flexible during busy times and to undertake extra hours as may be required by the Charity*
- 3. Provide full Public and Products Liability Insurance*

*The Charity agrees to:*

- 1. Pay the contractor at the rate of £108 per month as stated in the quotation*
- 2. Any additional hours will be paid at the agreed rate*
- 3. Any variable costs will be paid at the agreed rate as stated in the quotation*
- 4. The contractor will be paid by BACS payment at the end of each calendar month.*

From conversations with the current gardener undertaking gardening works, it is ascertained that three people are on site for 1.5 hours, twice a month which it was agreed is insufficient during the growing season therefore 104 hours over the year does not provide enough cover for the maintenance of the walled garden.

**Proposed Schedule of Maintenance Works:**

- Ivy trimmed back to level, away from walkways
- Rambling rose on Church Walk wall to be maintained to a safe and manageable level throughout the year from both sides of the fencing/wall
- Leaves raked and removed
- Weeds on paved and bricked areas and in beds to be pulled up from roots each visit and when/where appropriate at time, weed killer to be used safely
- Moss removed from paved and bricked areas as and when
- Pond plants to be maintained to a healthy level with weeds removed from roots and water refreshed on a yearly basis
- Perennial plants to be shaped and pruned under control
- Annuals and seasonal colour flowers to be installed and maintained accordingly to the seasons
- Trees to be maintained at a reasonable height to allow for views over the walls
- Lawned area to be mowed regularly
- Trim newly planted lavender hard after flowering, in August/September

**Proposed minor projects to be undertaken at suitable times during the 2020/21 season:**

- Initial purchase spend to review and install colour and seasonal variety to the bedding areas.
- Yew tree covering sun dial does not allow for the light to flow in that area of the garden and blocks light into Caretaker's Cottage. It also grew far quicker and higher than it is understood was the plan when planted some 20-30 years previously.  
It is recommended the tree, regrettably, be removed to utilise this space for photo opportunities (particularly weddings between the arch trellises).
- Replacement of the large overgrown lavender plant by the loveseat and opposite which are leggy meaning it has been allowed to overgrow too much so has fewer flowers and needs replacing. Restricting its growth with hard trimming effectively keeps it young for longer.
- Pond - empty, weed, clean, refill
- Hard trim of jasmine plant surrounding the wooden loveseat (after winter flowering)
- More permanent, stable and secure structure is required in the medieval kitchen where the wall on the north side requires protection.
- An external contractor is required to strip, prime, undercoat, paint the large black metal emergency stairwell. This will provide a perfect photo opportunity for wedding couples hiring the garden and/or the Grand Hall.
- External soffit and guttering need painting but cannot be reached without commercial scaffolding.
- Rear gates to the bin storage area (from the garden and from the road) require remedial work and rehangings.



- Purchase of 10no. hard-wearing but sophisticated plastic tables in grey to match the existing plastic chairs (36no.) but replace the existing corroded metal tables.

Once quotes are received, a request will be brought to the committee to approve spend on the increased maintenance schedule and the one-off works required to bring the garden to the level of attraction required for weddings and functions, together with the timings of when the works are required to be undertaken over the coming year.

## **Item 7: guildhall hire fees reviews**

### **Hadleigh Town Hall/Guildhall Wedding and Events Venue Assessment**

#### **Current offer assessment**

##### *Weddings and other hiring:*

These should be thought of separately and bookings treated as such. The fee matrix is not fit for purpose for weddings and is time-consuming and confusing for both the clients and Bookings Clerk. In 2019/20 the average bookings at The Guildhall fell way under par for receptions and ceremonies only (£443 and £291 respectively) and but for full weddings in line with the benchmarking of an average £1,130. Only 14 wedding bookings were taken on the 2019/20 year. 2020/21 year is unfortunately not going to be a stable year financially and weddings-wise due to the Covi-19 pandemic. However, this does provide a good opportunity for the 2022/23 year if the offer is simplified. Many bookings from 2020/21 have deferred to the next financial year which is a good start to meeting target numbers and with a succinct, well-advertised offer, could exceed expectation. Calculating the hire costs is complicated as weddings typically occupy more than one room for extended periods, and have many add-ins.

##### *Booking form:*

The current single booking form is not fit for purpose. Changes need to be made to the form and the T&Cs to make it more user friendly, gather more useful information and be clearer and easier for the person filling it in.

It is suggested that a separate booking form be used for the wedding bookings. This would be easier for the bride and groom to prepare and book and be more succinct for the Bookings Clerk. It will ensure the relevant information is captured and irrelevant information is not. The use during a wedding is somewhat different to a normal hiring and a package form would be far superior to the existing system. Presently, when hiring the venue over multiple days, multiple forms are used. This adds extra margin for error, creates unnecessary additional paperwork and becomes muddled for the clients.

There should be the option on the website to download the fees (PDF) and booking form sheet (Word) for "ordinary" events and the Bookings Clerk should email wedding clients with their personalised booking form to give a better more appropriate level of service for that function.

#### **Benchmarking for Wedding Venue Hire**

The Guildhall fees are in line with other Town Halls, but below the market rate.

##### Town Hall comparisons:

- Bristol Town Hall – ceremonies start from £800 +vat
- Wells City Town Hall - £1,025 including PA system and glass hire
- Chipping Sodbury Town Hall - £100 addition to session rates c£1,000 + any add-ons costs

##### Local comparisons:

- Halesworth Golf Club venue hire: £1k flat rate for room only hire for receptions.
- Houchins, Essex: venue only, varies on seasons from £3.1k. Booking fee deposit £550.
- Alpheton Hall Barns: up to 100 guests for midday before to midday after, with facilitation of decorations, toilets, tables, chairs, utilities, kitchen. Prices from £3.2k with a £500 deposit.
- Dove Barn, Sudbury: from midday the previous day to midday the day after, up to 120 guests, venue hire is from £4.2k (includes utilities, serving area but not caterers, toilets, and chairs/tables only). Is private



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venue, exclusive use and has on-site parking.

## Capacity Analysis

Following the Ethical Property Foundation report in January 2020, it was noted that the capacity of the building should be considered and whether to gain more bookings, increase prices or let/sell the building were appropriate measures to take.

Following a further analysis of the report and the capacity used in 2018 (which the report was based upon) it can be reported that with the proposed fee structures and targets for 2021, the building has the potential for £362k revenue if at full capacity for the full year. This of course, is unrealistic. However, compared to the apparently 5% capacity used in 2018, this increased to 14% in 2019 (see below). In 2021, if the targets are met, the revenue would be 22% of the full potential. Over the next three years, with a plan in place, this could realistically increase to a target of 50%.

### Capacity Analysis 2021

TOTAL potential annual revenue	£362,131
%age of capacity likely to be used	22%

*Note: capacity estimates take into consideration that we cannot book Grand Hall & Dining Room or Guildroom & Old Town Hall at the same time unless the same function and weddings take away from some session usage as well as the garden unlikely to be used from November to February*

*Note 2: Add-ons like cutlery hire, projector hire etc are not included in this valuation as there is no easy way to see usage of these historically*

### Capacity Analysis 2019/20

TOTAL potential annual revenue	£298,881
%age of capacity actually used	14%

Actual revenue	£41,972.18
Actual rev per session	£ 97.16
Morning	46
Afternoon	121
Evening	138
Hourly	127
	432
Average cost per booking	£87

## Competitive Analysis / Comparisons for Room Hire

Based on the proposed pricing structure, the following rates apply per person or square metre for each of our rooms. The comparisons show that in general our proposed new pricing structure is in line with other venues offering similar room sizes or capacities. We have the added benefit of being a characterful building and our Old Town Hall and Dining Room boasting commercial kitchens included in the price therefore as those particular rooms look slightly higher than the comparisons detailed, they have the added value and recently renovated and decorated rooms.

	Mon-Thu	Fri-Sun	Deposit	Capacity	Sqm
<b>Old Town Hall + kitchen (session rate)</b>	<b>£140</b>	<b>£235</b>	£35	120	120
Per sqm	£1.17	£1.96			
Per person	£1.17	£1.96			
<b>full day (3 sessions: 8am - midnight)</b>	<b>£420</b>	<b>£705</b>			
Per sqm	£3.50	£5.88			
Per person	£3.50	£5.88			
<b>Hintlesham golf club</b>	Jan-Mar, Oct & Nov	Apr-Sept & Dec		Capacity	
<b>Main room (session rate)</b>	<b>£165</b>	<b>£325</b>		100	
Per guest	£1.65	£3.25			
<b>Ipswich Town Hall Gallery Three</b>				Capacity	
Per hour	£24			150	
Per person	£0.16				
<b>full day (16hrs: 8am - midnight)</b>	<b>£432</b>				
Per person	£2.88				



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	Mon-Thu	Fri-Sun	Deposit	Capacity	Sqm
<b>Guildroom session rate</b>	<b>£100</b>	<b>£140</b>	<b>£25</b>	<b>100</b>	<b>121</b>
Per sqm	£0.83	£1.16			
Per person	£1.00	£1.40			
<b>full day (3 sessions: 8am - midnight)</b>	<b>£300</b>	<b>£420</b>			
Per sqm	£2.48	£3.47			
Per person	£3.00	£4.20			
				<b>Capacity</b>	<b>Sqm</b>
<b>Guildroom locals per hour rate</b>	<b>£25</b>			<b>100</b>	<b>121</b>
Per sqm	£0.21				
Per person	£0.25				
<b>full day (16 hrs: 8am - midnight)</b>	<b>£400</b>				
Per sqm	£3.31				
Per person	£4.00				
Ipswich Town Hall Gallery Three				<b>Capacity</b>	
<b>Per hour</b>	<b>£24</b>			<b>150</b>	
Per person	£0.16				
<b>full day (16hrs: 8am - midnight)</b>	<b>£384</b>				
Per person	£2.56				

Grand Hall	Mon-Thu	Fri-Sun	Deposit	Capacity	Sqm				
Session rate	£155	£255	£40	200	180				
<b>full day (3 sessions: 8am - midnight)</b>	<b>£465</b>	<b>£765</b>							
Per sqm	£3	£4							
		kitchen available							
Rayleigh parish main hall (per hr)	£35	£13			160		includes parking, add-ons available at extra costs		
<b>Per day (16hrs)</b>	<b>£560</b>	<b>£208.00</b>							
Per sqm	£4	£1.30							
The Essex Barn	Prices from			Capacity					
	£200			220			all the add-ons available at extra charges, includes garden use		

<b>Council Chamber session rate</b>	Mon-Thu	Fri-Sun	Deposit	Capacity	Sqm				
	<b>£60</b>	<b>£100</b>	<b>£15</b>	<b>60</b>	<b>74</b>				
Per sqm	£0.81	£1.35							
Per person	£1.00	£1.67							
<b>full day (3 sessions: 8am - midnight)</b>	<b>£180</b>	<b>£300</b>							
Per sqm	£2.43	£4.05							
Per person	£3.00	£5.00							
		kitchen available as extra							
Rayleigh parish underspire hall per hour	£27.50	£13			90		includes parking, add-ons available at extra costs		
<b>full day (16 hrs)</b>	<b>£440.00</b>	<b>£208.00</b>							
Per sqm	£4.89	£2.31							
Pavillion Room, The Bridge Project, Sudbury				Capacity	Sqm				
Per hour	£18			25	55		Does include extras such as projector/flip charts etc		
<b>full day (16hrs: 8am - midnight)</b>	<b>£288</b>								
Per sqm	£5.24								
Per person	£11.52								
Ipswich Town Hall Council Chamber				Capacity					
<b>Session rate</b>	<b>£242</b>			200					
Per person	£1.21								
<b>Full day (3 sessions)</b>	<b>£727</b>								
Per person	£3.64								



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	Mon-Thu	Fri-Sun	Deposit	Capacity	Sqm
<b>Dining Room + kitchen (per session)</b>	<b>£105</b>	<b>£170</b>	<b>£35</b>	<b>90</b>	<b>101</b>
Per sqm	£1.04	£1.68			
Per person	£1.17	£1.89			
<b>full day (3 sessions: 8am - midnight)</b>	<b>£315</b>	<b>£510</b>			
Per sqm	£3.12	£5.05			
Per person	£3.50	£5.67			
Hintlesham golf club	Jan-Mar, Oct & Nov	Apr-Sept & Dec		Capacity	
<b>Orchard Room per session</b>	<b>110</b>	<b>220</b>		<b>50</b>	
Price per guest	£2.20	£4.40			
Ipswich Town Hall Gallery Three				Capacity	
Per hour	£24			<b>150</b>	
Per person	£0.16				
<b>full day (16hrs: 8am - midnight)</b>	<b>£432</b>				
Per person	£2.88				

## Pricing

It is understood that the prices of room hire have not been reviewed in at least two years. With significant work being undertaken in 2020, it is felt that modest price increases be generally accepted and are easily understandable and explicable if required. Grant funding was used for the works, but there was also a significant outlay of capital expenditure in addition to the grant funding to bring parts building up to spec.

### Assumptions used in recommended pricing:

- Prices based on square footage and capacity of room.
- Assumed that seldom is the Guildroom booked for less than 2 hours and therefore unrealistic booking of twice in a morning – change to per session for consistency with a “locals hourly rate”.
- Deposit sits at a standard 15% of the highest booking price – same for all. This will deter people booking through the week and cancelling as its cheaper. Assumption is that people won't think anything of it and it should be less confusing when looking at the page and calculating prices. The current deposits are 20% of the session price.
- Gas and electricity annual usage fair as to the Overview Summary in folder S:\HTC -Market Feoffment Charity Committee\2020-21\070720
- Ofwat data suggests 2p for every flush of toilet and nPower averages the commercial electricity usage as 14.4p per kWh and 3.5p per kWh for commercial gas usage.
- That the cleaning and set up £60 does not include crockery and cutlery.
- The flip chart and easel hire includes paper and pens
- Crockery and cutlery price in original document was £34 for all 100 sets – not competitive and demands hire of all 100 sets.
- Portable stage is owned by the Charity and setup and dismantle is done by staff.

Current Charges	Mon-Thu	Deposit	1 Weekends	Deposit 2
Grand Hall	£110.00	£22.00	£232.00	£46.40
Dining Room	£55.50	£11.10	£116.00	£23.20
Kitchen	£43.00	£8.60	£54.50	£10.90
Old Town Hall	£73.40	£14.70	£208.00	£41.60
Serving Area	£16.50	£3.30	£21.50	£4.30
Council Chamber	£48.00	£9.60	£73.50	£14.70
Guildroom	£20.00	£4.00	£20.00	£4.00
Garden	£38.00	£7.60	£43.00	£8.60
Guildroom cleaning charge	£57			
Wedding license fee	£184		£214	
Additional charge cleaning food & drin	£50			
Add-ons				
Projector & Screen	£23			
Projector & Screen	£29			
Flip chart & easel	£12			
Crockery & cutlery	£34			
Stage hire	£35			

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### Proposed new pricing structure for venue hire (excluding weddings)

**Sessions** are strictly defined as:

Morning	08:00 – 12:00
Afternoon	12:00 – 17:00
Evening	17:00 – 00:00



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If time is needed for setting up or clearing up this must be included in the booked period.

Prices shown below are per session.

Room	Mon-Thu	Fri-Sun	Deposit
Grand Hall	£155	£255	£40
Guildroom	£100	£140	£25
Old Town Hall + commercial kitchen	£140	£235	£35
Dining Room + small kitchen	£105	£170	£35
Council Chamber	£60	£100	£15
Garden Area (as an additional cost or hire on its own)	£40	£40	£10

- Rooms will be set up for the event as requested on the booking form.
- Regular users/multiple hires (5+bookings made at the same time) will attract a 20% discount on room costs.

#### Additional hire is available as follows per session:

Stage hire (maximum 6m x 3m)	£45
Projector (slide/OHP or digital) and screen	£35
PA system hire	£10
Flip chart & easel (including supply of stationery)	£15
Crockery & cutlery (leave dirty scheme)	£1 per set (up to 100 sets available)

#### Booking Terms & Conditions:

1. Once bookings and dates are agreed in principle with the Bookings Clerk, a booking form must be completed and returned with full payment to fully secure the booking.
2. Provisional bookings will be held for 14 days only, after which time the booking will be considered lapsed if point 1 has not been completed.
3. Hirers are responsible for any damage caused and may be charged for at cost+10% for administrative purposes. An additional incidentals charge of £100 will be taken at the time of final payment for bookings which will be refunded upon satisfactory return of the building. Cleaning is charged at £60. Should any damage beyond reasonable wear and tear be noted, you will be notified in writing of the intention to retain some or all of this charge. Management reserves the right to levy additional charges for excessive damage.
4. Cancellations and refunds:
  - a. up to 6 months before the booking date – 80% of the cost is refunded
  - b. between 6 and 1 month of the booking date – 50% of the cost is refunded
  - c. **no refunds will be given where there is less than one month to the booking date.**

In the unlikely event a booking is cancelled by the Charity, then a full refund will be given. No responsibility will be accepted for any other costs or inconvenience incurred.

5. No items may be affixed to the walls of any of the rooms.
6. No function may extend beyond midnight. The hirers must clear the building (respecting neighbours) by 1am.





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7. Where hirers intend to employ a disco, the operator must display a Performing Rights Society Licence, must respect noise levels so as not to disturb neighbouring residents and must note that the use of smoke machines and dry ice is strictly prohibited.
8. The Guildhall has a contracted 3<sup>rd</sup> party bar service for the provision of drinks and no other service provider may be used. Where alcohol is to be provided by the hirer free of charge, it is the responsibility of the hirer to ensure it is consumed responsibly.
9. We have a fully maintained fire detection system throughout the building, but it is the hirer's responsibility to ensure fire exits and assembly points are known to guests and remain unblocked throughout use. Should the fire alarm sound your party should leave the building and assemble at the Toppesfield Car Park, without re-entering the building until deemed safe to do so by a responsible authority.
10. Children must be supervised at all times whilst using the building.
11. The hirer is responsible for appointing a First Aider and no liability is left with the Charity for any incidents arising. A first aid box will be made available in each room.
12. No animals (except guide dogs) are permitted in the building at any time.
13. There is no smoking permitted anywhere in the building.
14. Neither the Hadleigh Town Council nor the Hadleigh Market Feoffment Charity are responsible for any loss or damages occurring to the hirers or their guests, contractors or property brought into or left on the complex.
15. Management reserves the right to refuse any booking and to preclude any person or persons from entering the premises at any time.

## Wedding Packages Comparison Matrix:

Package	Monday – Thursday	Friday – Sunday
Silver	£600	£900
Ruby	£400	£400
Gold	£1,300	£1,500
Diamond	£1,450	£1,750

	Silver (Reception only)	Ruby (Ceremony only)	Gold	Diamond
Package price (Includes use of charity's tables and chairs, toilets, utility charges)	Mon-Thu £600 Fri-Sun £900	£400	Mon-Thu £1,300, Fri-Sun £1,500	Mon-Thu £1,450, Fri-Sun £1,750
Deposit	Mon-Thu £150 Fri-Sun £225	£100	Mon-Thu £325 Fri-Sun £375	Mon-Thu £370 Fri-Sun £400
Ceremony venue		Choice of The Grand Hall, Old Town Hall or Guildroom	Choice of The Grand Hall, Old Town Hall or Guildroom	Exclusive use of the Guildhall complex
Reception venue	Choice of The Grand Hall, Old Town Hall or Guildroom		Choice of The Grand Hall, Old Town Hall or Guildroom	Exclusive use of the Guildhall complex
Room set up in layout as requested	✓	✓	✓	✓
Ceremony fee included		✓	✓	✓
Set up the day before and clean up the next day			5pm day before to 10am day	3pm day before to 11am day



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			after	after
Crockery + cutlery provided (up to 100 sets)				✓
Stage included				✓
Use of garden				✓
Use of projector (OHP or digital) and screen				✓
Use of PA system				✓
Use of kitchen for your own caterer	✓		✓	✓
Alcohol/Entertainment Licence fee included	✓	✓	✓	✓
Corkage (if bringing your own alcohol)	£10/head		£10/head	£10/head
Use of in-house bar service	Separate agreement		Separate agreement	Separate agreement
Cleaning included				✓

## Wedding Booking Terms & Conditions:

1. Once bookings and dates are agreed in principle with the Bookings Clerk, a booking form and deposit (25% of package price) must be completed and returned to fully secure the booking.
2. Provisional bookings will be held for 14 days only, after which time the booking will be considered lapsed if point 1 has not been completed.
3. The remaining balance of the venue hire price will be due **8 weeks** before the date of the wedding and **no refunds will be given after this time.**
4. An incidentals fee of £200 will be payable at the final payment date and will be fully or partially refunded after the event at the discretion of the management. Should any damage beyond reasonable wear and tear be noted, you will be notified in writing of the intention to retain some or all of this charge. Management reserves the right to levy additional charges for excessive damage.
5. Cancellations and refunds:
  - a. up to 6 months before the wedding date – 75% of the deposit is refunded
  - b. between 6 and 4 months of the wedding date – 50% of the deposit is refunded
  - c. between 4 months and 2 months to the wedding date (where the final balance is due) – 25% of the deposit is refunded.
  - d. **no refunds will be given once full payment has been made.**

In the unlikely event a booking is cancelled by the Charity, then a full refund will be given. No responsibility will be accepted for any other costs or inconvenience incurred.
6. Hirers are responsible for any damage caused and may be charged for at cost+10% for administrative purposes.
7. Please note that confetti is not permitted and no items may be affixed to the walls of any of the rooms.
8. No function may extend beyond midnight under the terms of the Public Entertainment Licence for the building. The hirers must clear the building (respecting neighbours) by 1am.
9. Where hirers intend to employ a disco, the operator must display a Performing Rights Society Licence, must respect noise levels so as not to disturb neighbouring residents and must note that the use of smoke machines and dry ice is strictly prohibited.
10. The Guildhall has a contracted 3<sup>rd</sup> party bar service for the provision of drinks and no other service provider may be used. Where alcohol is to be provided by the hirer free of charge, it is the responsibility of the hirer to ensure it is consumed responsibly.
11. We have a fully maintained fire detection system throughout the building, but it is the hirer's responsibility to ensure fire exits and assembly points are known to guests and remain unblocked throughout use. Should the fire alarm sound your party should leave the building and assemble at the Toppesfield Car Park, without re-entering the building until deemed safe to do so by a responsible authority.
12. Children must be supervised at all times whilst using the building.
13. The hirer is responsible for appointing a First Aider and no liability is left with the Charity for any



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The Guildhall,  
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incidents arising. A first aid box will be made available in each room.

14. No animals (except guide dogs) are permitted in the building at any time.
15. There is no smoking permitted anywhere in the building.
16. Neither the Hadleigh Town Council nor the Hadleigh Market Feoffment Charity are responsible for any loss or damages occurring to the hirers or their guests, contractors or property brought into or left on the complex.
17. Management reserves the right to refuse any booking and to preclude any person or persons from entering the premises at any time.



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## CHARITY COMMITTEE

Wednesday 19<sup>th</sup> August 2020 at 7pm via video conference.

### Draft MINUTES

<b>1: Opening</b>	e) Welcome and opening remarks from the Chair. Members present: Councillor Talbot (chair), Allan, Beggerow, Minns, Cammack. Also in attendance the Town Council Manager and 3 members of the public. f) No apologies for absence were received. g) Members' declarations of pecuniary and non-pecuniary interest. h) Consideration of dispensations.
<b>2: Public Forum</b>	No members of the public wished to speak.
<b>3: Minutes</b>	Cllr Allan requested that she be included in the register of members attending., and to ensure her name was correctly spelled. <b>Proposed by Councillor Talbot, Seconded by Councillor Allan, and unanimously agreed, the amended minutes of previous Charity Committee meeting held on Tuesday 4<sup>th</sup> August 2020 were approved.</b>
<b>4: Decision on grant funded works</b>	<b>Proposed by Councillor Talbot, Seconded by Councillor Allan, and unanimously agreed, it was resolved to appoint JT Wilding to undertake the boiler replacement at the Guildhall.</b>
<b>5: Effecting maintenance and repairs contracts</b>	<b>Proposed by Councillor Talbot and Seconded by Councillor Allan, it was agreed to delegate authority to the Town Council Manager to appoint contractors and authorise costs to a maximum of £2000 per piece of work, to effect the repairs and maintenance works previously agreed, and that the Town Council Manager will keep the Committee informed of such work and associated costs.</b>
<b>6: Future Meetings</b>	The next meeting of the Hadleigh Market Feoffment Charity Committee was confirmed to be on Tuesday 1 <sup>st</sup> September 2020.
<b>7: Close of meeting</b>	The meeting finished around 7.30pm.

Signed

**Andrew McMillan Town Council Manager**

25<sup>th</sup> August 2020