

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**



## **MARKET HOUSE CONDITIONS 2018**

### **Booking**

1. The Town Council lets the Market House out free of charge to local charities and other local organisations with similar objectives, with **all** proceeds being put to that charitable purpose. Use by organisations involved in political activity or seeking to influence public opinion is not accepted. However those organisations seeking to widen the understanding of the community on a particular issue by way of public education are allowed provided that there is no associated disallowed activity. The Town Clerk can offer advice.
2. Use of the Market House must be booked in advance by telephone, e-mail or visiting at the Town Council Offices. Office opening hours are weekdays from 10 am to 12 pm. **Please let the office know as soon as possible if a booking is no longer required.**
3. Each organisation is allowed no more than 2 Saturdays per calendar year although discretion will be used to allow additional bookings if the Market House would otherwise be vacant.
4. Bookings can be made from the 1 January each year for the following 15 months.
5. A booking is confirmed only when the signed agreement has been received which must be done within 4 weeks of the date of application. Failure to meet this timetable will result in the booking being cancelled.

### **Facilities**

5. Electricity and water are supplied free of charge. The facilities are available at the user's own risk. **Water can be accessed only by using the appropriate key which can be collected from the Town Council Offices. Other implements must not be used as they damage the tap.**
6. The user must supply their own tables, and other equipment. **The openings must not be obstructed. No posters, etc should be hung or attached to any part of the building.**
7. The preparation, provision or sale of food in the Market House is allowed only with the specific permission of the Town Council.
8. The user is responsible for any damage to the Market House and for the cost of cleaning up afterwards.

**The Council accepts no liability for incidents which may result from the activity of the user. The users must ensure that they have adequate public and other liability insurance to cover such eventualities and the Town Council requires a copy of the appropriate documentation.**

9. It is the responsibility of the user to obtain appropriate licences and Temporary Event Notices from South Somerset District Council for collections (including street collections), lotteries, raffles, etc to comply with the law.

**Refusal of Booking**

10. The Town Council reserves the right at its absolute discretion to refuse a request to use the Market House.

**Please note that during the summer months the Open Spaces Wardens will be watering the hanging baskets on the Market House early in the mornings on weekdays and therefore it is advisable that setting up should take place after 8 am.**

**AGREEMENT**

<b>Organisation:</b>	
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<b>Date 1:</b>		<b>Date 2:</b>	
<b>Details of event:</b>			

**Contact Details:**

<b>Name:</b>	
<b>Address:</b>	
<b>Tel No:</b>	
<b>E-mail Address:</b>	

**I have read and will abide by the above conditions for use of the Market House and will ensure all users of the Market House are aware of the conditions.**

<b>Signed:</b>		<b>Date of Application</b>	
<b>Signed:</b>		<b>Date:</b>	

**Please complete and return one copy (within four weeks of the application date), and keep one copy for your records.**

**Insurance documentation enclosed (please tick box)**