

Costessey Town Council



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The Costessey Centre
Longwater Lane
Costessey
Norwich, NR8 5AH

December 2021

Dear Sir/Madam,

Hall/Room Hire Agreement

There will be an increase in hall hire fees for all types of hire from 1st April 2022. It will be in line with current inflation and help us to cover increased costs associated with maintaining our buildings to a high standard.

Please confirm your dates for the year ahead and beyond if you can do so. Future dates can still be cancelled but it ensures we have provisionally allocated your regular pattern. The calendar enclosed shows the term dates for NCC schools to assist those of you who hire during term-time only. **Please note:** Queen's Hill Primary School conforms to NCC dates, but other Schools/Academies may vary. The Spring Bank Holiday originally scheduled for Monday 30th May has been replaced by two Bank Holidays on Thursday 2nd & Friday 3rd June 2022.

Please ensure your group name is indicated on the forms/calendar and preferably scan and email your completed response to info@costesseytc.org When you complete the attached form with your booking times please make sure you include adequate time to set up and allow your guests to exit the room.

From time to time, the Council hires rooms for events such as Elections (Thursday 4th May 2023), Religious Festivals and Annual Conferences. Every effort will be made to accommodate your needs, and we try to ensure we give you at least two months' notice if we need to cancel or re-arrange your booking. Two months' notice also applies to scheduled maintenance and we reserve the right to prioritise our facilities as Emergency Rest Centres in the event of the need to evacuate homes.

For all regular bookings we require one month's notice to cancel without a charge and for larger events we require two months' notice, which will be made clear at the point of booking. In the first instance a telephone call should be made to the Council office, but written/email confirmation will also be required. Any additional bookings you wish to make throughout the year can be confirmed by email.

Please find enclosed our updated Terms & Conditions of hire, which you need to confirm you have read by signing the enclosed form. Please do not hesitate to contact the office if you have any queries.

We look forward to seeing you again.

Costessey Town Council

Encs: Contract, Fees, T&C's dated January 2022, Privacy Notice, Calendar