

	District Council of Peterborough PERMIT- FACILITY HIRE TOWN HALL	Version No.	1.0
		Issued	May 2026
		Review Date	

Will the following be needed:

☐ Kitchen ☐ Bar ☐ Dress Circle ☐ Stage /Dressing rooms
☐ Hall Set Up ☐ Other

Please attach a layout for the hall if needed (plan below). Setting up will be at your cost.

Date/s Required: From: To:

Times Required: From: To:

Name of Applicant:

Name of Organisation:

Address:

Contact Ph. No: **Email:**

Event Details:

Private event: ☐ Do you have Public Liability Insurance? **Yes / No**
☐ Will alcohol be available at your event?
☐ Please supply a copy of the appropriate licence. **Yes / No**

Public Event:

☐ a) Copy of insurance is required
☐ Will alcohol be available at your event?
☐ Please supply a copy of the appropriate licence. **Yes / No**
☐ b) Event Management Plan is required

The issuing of this permit is subject to:

- A. The permit holder paying the prescribed fees and deposit prior to the event.**
- B. The permit holder agreeing to the General Conditions of the permit as contained herein.**
- C. The permit holder agreeing to all Special Conditions which the Council may determine.**
- D. The permit holder providing a copy of appropriate insurances as required by either the General Conditions or Special Conditions for the amount of (20 million) \$20,000,000.00.**

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General Conditions of Permit:

- 1:** The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges, and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- 2:** The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit. Alcoholic beverages are not to be served in the hall without Council permission or for sale without the appropriate liquor licence having been obtained and a copy supplied to Council prior to the event. The permit is not transferable.
- 3:** The permit holder shall comply with and give all notices required by an Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- 4:** No adhesive tape, bluetack, drawing pins, glue or other methods of fastening decorations, displays, notices, pictures and the like, shall be used on walls, ceilings, door and window frames, stage, balcony or any other surface being part of the structure or fixture or fitting of the hall.
- 5:** The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately, or else a cleaning fee will apply. The hirer will be responsible for any loss or breakage of inventory items. If an item is broken please report the incident to the District Council of Peterborough. Kitchen items must not be removed from the hall.
- 6:** The Hall is to be left in a neat and tidy condition with all rubbish to be disposed of in the bins provided after use. A cleaning fee will apply as necessary. Set up and break down is the hirers responsibility and a suitable trolley is provided to move trestles and chairs. Chairs must not be dragged across the floor.
- 7:** All electrical lights, heaters and appliances must be switched off on vacating the Hall. Urns emptied, sinks emptied and cleaned. All kitchen surfaces (including stove) and bar surfaces are to be cleaned and wiped.
- 8:** The hirer is responsible for the use of the facility, including the loss or damage to fixture, fittings and equipment. Repairing and/or replacing any damaged furniture, fixtures, fittings and equipment, and inventory items will be the responsibility of the permit holder. The Council will recover the cost of such repair and replacement from the permit holder.
- 9:** In the event of an emergency, the room and all rooms in use are to be evacuated, emergency services notified immediately, and Council notified as soon as possible. No-one is to re-enter facilities until given the all clear by emergency services or Council management.
- 10:** The piano must not be removed from the stage area; panels are not to be removed from the piano. Prior permission to use the piano is required.
- 11:** Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
- 12:** This permit will not come into operation until proof of the appropriate insurance has been provided to the Council, together with any other licenses or permits required.
- 13:** The Permit Holder agrees to submit a site map – this cannot be altered without the approval of Council.
- 14:** Children are not permitted to be on the stage unsupervised and are not permitted to play with the chair lift or use the stairs as a play area.
- 15:** If any problems arise please call Council on 08 8651 3566

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I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

SIGNED FOR AND ON BEHALF OF THE PERMIT HOLDER:

NAME: _____

POSITION: _____

DATE: _____

SIGNATURE: _____

INSURANCE: YES / NO OTHER PERMITS REQUIRED: YES / NO

FEES PAID: _____

DEPOSIT/S PAID: _____

KEYS ISSUED: _____

NUMBER OF KEYS ISSUED: _____

COUNCIL AUTHORISATION:

Signed: _____ **Name:** _____

Position: _____ **Date:** _____

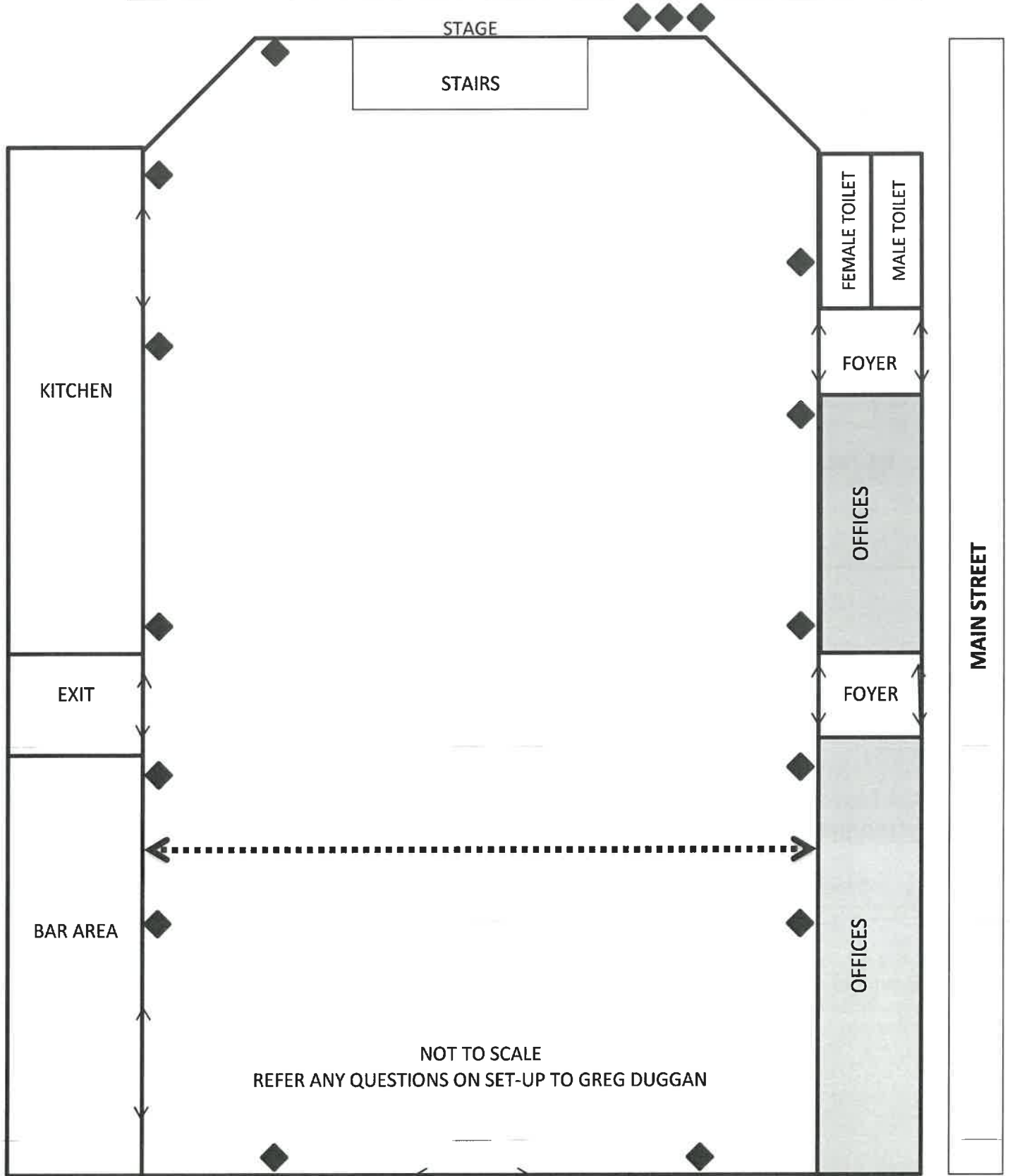
(SIGNED FOR AND ON BEHALF OF THE COUNCIL)



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PETERBOROUGH TOWN HALL



Denotes Doorways



Denotes Power Outlets

HALL DIMENSIONS

LENGTH (TOTAL)	35.5M (455sqm)
LENGTH (TO CURTAIN)	27.7M
LENGTH (FROM CURTAIN)	7.62M