



Thaxted Guildhall Management
Conditions of hire for exhibitions
(additional to the general conditions of hire)

Hire rates for exhibitions are to be 'viewing only' exhibits and are tailored towards charity or non-commercial organisations, the rates applied are determined by the lack of a commercial element of the exhibitor.

Hire Rates for Commercial Exhibitions

Can be arranged by contacting the Guildhall Custodian.

Contact details of the Guildhall Custodian: Alan Gant, 01371 830856, Guildhall@thaxted.co.uk

Hire Rates - Saturday, Sunday and Bank Holidays

Whole building (excludes market area and cellar) £60.00 per day.

Top room only £30.00 per day

Small Room £10.00 per day

All other days

Whole Building £40.00

Top room only £20.00

Small room £10.00

Any time required for setting up is charged at the weekday rate, Part day is charged at full day rate.

Opening times: On days when the building is manned by volunteers, i.e. Bank holiday Weekends the hours will be 11 am to 5 pm. Other weekends open Sunday only 2 pm to 5 pm. Hirers may open the building on other days between 11 am and 5 pm. However, the hirer is responsible for manning the door, issuing tickets, collecting the entrance fees.

Money: Any money collected at the door is solely for Guildhall funds and is separate and additional to the hire charges for the use of the building.

Security: For security reasons when not manned by volunteers the cellar, lock-up experience, council chamber and small room are closed to visitors. Exhibitors are responsible for the general security of the building and must ensure lights and extra heating is off when not in use. No electrical equipment, other than that which belongs to the Guildhall, may be used without prior approval. In the event of a weekday meeting in the Council Chamber, exhibitors will be informed; however, the committee cannot be responsible for the security of any exhibition. No internal doors can be locked. The stairs can be roped off.

Mounting conditions: Exhibitors may use the rails and hooks provided. No other form of fixing may be used without prior approval. Sleeves are available to cover curtains if required.

Advertising: Notices and banners etc. are subject to the approval of the Management Committee's agent. Some notice boards are provided and details obtained from the Custodian.

Chairs: It is preferred that chairs are not moved from the top floor, but if necessary they can be taken with care and stored in the small room.

Conclusion: At the end of the hire the building should be left clean and tidy. All furniture must be restored to its correct position.

I have read these conditions and agree to abide by them.

Signed _____ Date _____