Worthing Town Hall

Weddings

Please read the Terms and Conditions carefully. If you have any particular concerns please discuss these with our team.

1. Confirmation, deposit and cancellation

a. For Register Office Partnership Ceremonies all fees are paid to the Ceremonies team at the time of booking.

b. The Council reserves the right to cancel any letting at any time should it require to use the facility in connection with an election or referendum or in an emergency. In any of these eventualities any charges paid will be refunded to the hirer and the Council shall not be liable to pay any compensation to any person in respect of such cancellation.

c. The Ceremonies Duty Manager has the right to cancel a booking before a ceremony commences if he/ she feels that there is an element of risk involved. The Council shall not be liable to pay any compensation to any person in respect of such cancellation; all monies paid will be refunded to the hirer.

For Weddings booked before 1st April 2018 in which deposit and balance payments are to be made to Worthing Town Hall Weddings team

a. Worthing Town Hall Weddings requires written confirmation, in the form of the completed booking form, of any booking, together with a minimum deposit of 50%. Please make cheques payable to Worthing Borough Council, alternatively you can pay by credit or debit card by calling 01903 231799.

b. The balance of the charges will be required at least 6 weeks before the date of your ceremony. The Council reserves the right to cancel the booking and to re-let the facility if full payment is not made within this period. The initial deposit will also be forfeited.

c. Bookings made within 6 weeks of a function must be paid for in full at the time of making the booking.

d. Should you have to cancel your ceremony the following charges will be made.

- 1 month prior to function date: 100%
- 3 months prior to function date: 50%. All deposits are non-returnable.

Please note that this does not include any monies paid to the Register Office, you would need to contact them directly to discuss any cancellations.

e. All charges include VAT at the current rate

2. Use of the venue

a. The Council reserves the right to refuse any application for the use of the building.

b. You will not be able to access the room before the start time stated by the Weddings team communication, unless you have arranged preparation time in advance.

c. All Emergency Exit doors and signs must be kept unfastened and unobstructed and immediately available for exit during the whole time the room is in use.

d. No external decorations, flags, emblems or notices will be allowed. All decorations must be non-religious.

e. For internal decoration the use of plants, flowers, shrubs and evergreens will be allowed provided that they are in containers and do not touch walls or furnishings. No nails, ropes or other fixtures will be allowed in walls, floors, doors or other fittings. The use of helium balloons, flammable streamers or flammable decorations of any kind is prohibited. No confetti may be used inside the building; it may be used outside as long as it is biodegradable. The use of foil or plastic confetti and rice is prohibited.

f. Music that you wish to be played should be provided on either a CD or Mp3 player or smart phone, we have the head phone lead. Operation of the music is required by a designated member of your party, Council staff cannot be held responsible for any mistakes or failures with the music.

g. Sub-letting is prohibited.

h. The ceremony must be secular and cannot contain any religious readings, music or imagery.

i. No food or alcohol is to be consumed in the room before or during the ceremony.

3. Conduct and responsibilities of hirer

a. The person designated as the main contact will be held personally responsible and will accept full responsibility for any damage that may be caused to property of the Council, or that of any third party arising out of the hiring of the facility, and the expenses of making good the same.

b. The hirer must submit at least the given name and surname of the parties getting married for display in the foyer of the Town Hall at least two weeks before the ceremony date. The Town Hall is responsible for displaying this information by law and has the right to suspend a ceremony if the information has not been submitted in advance.

c. In the event of any claim being made by any person or persons whatsoever in respect of any injury or damage or loss which may have been sustained or incurred by any person while in the Council's premises, the hirer alone shall be responsible and the hirer shall indemnify the Council in respect of

such claims; provided that subject to sub-clause (c) hereof, the hirer shall not be liable for any injury, damage or loss caused by the act, neglect or default of any servant of the Council.

d. All hirers must be covered by the Council's Public Liability Insurance, subject to the terms and conditions of the policy. Please ask Weddings team for details.

e. A responsible representative of the hirer shall remain on the premises until they have been vacated by all persons attending the function, and the hirer shall be responsible for the maintenance of proper order and decency and admission and departure of persons attending the function.

f. The facility employees have right of access at all times and shall have the right to eject any person and/or to terminate the hiring immediately in the event of excessive noise or other nuisance, disorder or deviation from an approved programme. The decision of the Duty Person or the Council shall be final.

g. The hirer shall at the end of the period of hire leave the facility in a clean and tidy condition to the satisfaction of the Ceremonies Duty Manager including removal of all personal effects. Please note that the removal of chair covers is the responsibility of the hirer. Failure to do so may result in the cost of additional cleaning being charged to the hirer.

4. General

a. The Council reserves the right from time to time (i) to add to, amend or delete any of the Conditions of Letting and/or (ii) to vary the scale of charges to the intent that the Conditions of Hire and the charges payable by the hirers shall be those in force at the date of the function for which the facility is hired, and it shall be the responsibility of the hirers to acquaint themselves of the same prior to the function taking place.

b. In view of possible lighting and power cuts the Ceremonies Duty Manager reserves the right to limit the number of hours for lighting and heating at any function or close the facility.

c. Under no circumstances will the Council accept any responsibility for the loss of or damage to any car or other vehicle, or any article left therein, which, in connection with the function, may be brought or left within the precincts of the Council premises or car parks. The hirer is advised that parking in the Stoke Abbott Road car park is not available during normal office hours. On Saturdays this car park is operated by the Town Centre Initiative. Full charges are applicable to anyone parking there. There must be no parking in the Assembly Hall slip road or outside the Richmond Room exit routes. The Weddings team will endeavour to supply a parking space in the slip road on Chapel Road between Worthing Town Hall and Worthing Museum for one car. Please note during weekday office hours there may be works vehicles parked in the slip road which may not allow extra spaces to park. If you would like a Wedding Car to be displayed on the pavement outside the front of the Town Hall

then prior permissions needs to be given. This has to be requested at least two weeks before the date of the Ceremony, please speak to our Weddings team about this. If permission is not sought then any parking tickets given are not the responsibility of the Council or the Weddings team.

d. The Council operates a NO SMOKING policy in all areas, which includes E-Cigarettes. It is the responsibility of the hirer to ensure all visiting personnel are both aware and comply with this policy.

Please be aware that Worthing Town Hall is a working venue. Antisocial behaviour will not be tolerated and the Council reserves the right to eject people from the building.