



Please contact Helmsley Town Hall Trustees by emailing info@helmsleytownhall.co.uk or use the website www.helmsleytownhall.co.uk where you will find our booking Enquiries form.

Please note we use Hallmaster to process all our bookings.

If you already have an account with Hallmaster, please use your account to make a provisional booking.

BOOKING CONDITIONS 2025

Conditions of hire apply to all users of Helmsley Town Hall. When placing a booking, you accept these Terms and any other terms that you are provided with during the booking process.

1. A Commercial Booking is defined as one where there are goods for sale, where a commercial service is being offered, where any other form of business activity is taking place or wherever a charge for admission is made.
2. All applications for the hire of The Town Hall must state the activities proposed for the period of hire – no variation on the stated activities may be made without the written consent of the Trustees.
3. Bookings are for hire of rooms only. No storage facilities are available. Storage is not permitted in public areas at any time.
4. Booked session times are to include any setting up or dismantling. Rooms to be vacated by the end of session time unless agreed with the Trustees. This is due to the need to clean and set up for following events. An additional fee may be charged if time booked is exceeded.
5. Any access to The Town Hall must be booked or agreed with The caretaker.
6. For single bookings the fee is payable at time of the booking confirmation. No refunds given on booking cancellations.
7. For bookings by known organisations the fee is to be paid on invoice at least a month in advance of each booking.
8. All requests for changing or addition of extra dates, cancellations, grievances or any other issues to be notified in writing by email to the Town Hall Trustees. Confirmation of requests will be given in writing or email. Email – bookings@helmsleytownhall.co.uk
9. The person by whom the application form is signed shall be considered to be The Hirer who will be personally responsible for all persons attending the booking, whether invited or not, complying with these conditions. This includes ensuring that they have copies of Public Liability Insurance where necessary.
10. The Hirer shall at the end of the period of hiring leave the Town Hall promptly and in a clean and orderly state. If

The Hirer is late in vacating The Town Hall then a further hire fee is due for the period of overstay calculated to the next hour at hourly rate charged for booking fee. All excess debris resulting from activity during the hire period (food, litter etc.) must be left in bin bags ready for disposal before leaving or at such time as agreed in writing. If The Town Hall is not left in a clean and orderly state there will be a cleaning fee payable at the rate of £20 per hour.
11. Any breakages or accidents must be reported to the Caretaker.
12. Compliance with fire regulations as listed below.
Contravention of this condition may result in the booking being terminated immediately.
Means of Escape
Doors to the unused (caretakers flat) are locked at all times to prevent anyone from going into areas without detection, sounders, lighting, firefighting equipment. Keep fire doors shut and never prop them open. Keep corridors and stairways clear of storage and waste material. Keep areas outside final exit doors clear of obstructions. Whenever the main hall is in use (1st floor) the gate to the top of the stairs must be secured open to ensure safe egress in the event of an emergency. Ensure store cupboards are locked at all times.
Fire Alarm System
Inspect the main fire alarm control panel for normal operation of the system (Control Panel illuminated) Fire-Fighting Equipment (Extinguishers) Familiarise yourself with the location and type of extinguishers located in the premise and familiarise yourself with the use of extinguishers (Pictograms on extinguisher)
Emergency and General Lighting
Ensure that all lighting systems are working (walk around) check small red/green LED illuminated on unit.
Fire Risk Assessment
Familiarise yourself with the findings on the fire risk assessment, kept in the kitchen.
In the event of Fire
Use a fire extinguisher correctly (Only if safe to do so)

Raise the alarm (Activate the nearest call point)

Leave by the nearest fire exit

Call the Fire Service on 999

Electrical Installations

Before you leave the building, turn off all appliances not in use.

13. Suitable footwear must be worn in the Hall at all times. Soft footwear with non-marking soles should be worn for sporting activities. Bare feet are permitted but the Board of Trustees cannot be held responsible for any infection or foot damage caused otherwise than by its negligence. Damage caused by the use of inappropriate footwear is chargeable to the Hirer.
14. Heelies, roller skates and roller blades are not permitted in the Town Hall at any time.
15. Any chairs, tables or other equipment moved by the Hirer during the period of hire must be returned to their normal positions at the end of hire period.
16. The Hirer shall not sublet the Hall or any other part thereof without prior consent of the Trustees.
17. The booking of any one part of the Hall does not preclude the Board of Trustees accepting a booking for any other part of the Hall at the same time.
18. The Hirer therefore undertakes not to disturb or interfere with any other booking taking place at the same time.
19. All the conditions attached to the licence for the Hall shall be duly observed. A copy of these licences may be seen on application to the Caretaker otherwise the Hirer shall be deemed to have had notice of all such conditions.
20. **The seating and dancing capacity of the Main Hall is 100 and the Meeting Room is 30.** This being the maximum allowed by the Local Authority and the Hirer undertakes that these limits will not be exceeded.
21. All scenery and costumes used for stage performances or the like must be fireproofed.
22. The Hirer shall be responsible that good order is kept in the Hall during the hiring and the Board of Trustees may charge the Hirer for any extra expense it may incur in an effort to impose order prior to, during or after any booking in the Hall. The Board of Trustees reserve the right to put an immediate stop to any entertainment or meeting not properly conducted. If the possession or use of Class A,B or C drugs by anyone attending the booking, whether invited or not, is found or suspected the booking will be immediately terminated and the Police advised. Members and employees of the Board of Trustees or any police officer may enter the Hall without invitation at any time during the booking.
23. The Hirer will ensure that any noise resulting from activities before, during and after the hire period is kept to an acceptable level so that local residents are not subject to unreasonable annoyance or inconvenience. No fireworks are allowed on any part of the Hall premises.
24. No bolts, nails, tacks, screws, bits, pins, sellotape or other like objects shall be driven or fixed into any part of the Hall nor shall any placards or any other articles be fixed thereto without previous written permission from the Board of Trustees.
25. Smoke machines, flares, candles or indoor fireworks are not permitted in the Hall at any time.
26. No flags, emblems or any other decoration or notices shall be displayed outside any part of the Hall without the previous written consent of the Board of Trustees.
27. The Hirer shall remove any flags, emblems or any decoration displayed inside the Hall if in the opinion of the Board of Trustees it shall be offensive or expose the Hall to any undue risk of fire or in the opinion of the Board of Trustees is likely to lead to disturbance or a breach of the peace.
28. No exits may be blocked, chairs or obstructions placed in the exits. No fire appliances to be removed or tampered with.
29. No additional lights or extensions from the existing electric light fittings shall be used without the prior written consent of the Board of Trustees. **Any electrical appliances agreed by the Board of Trustees must comply with Helmsley Town Hall Trustees Annual PAT Testing requirement.**
30. The Hirer is responsible for all damage to the Hall and to any property in the Hall occurring during the period of hiring or while persons are entering or leaving the premises pursuant to the hire, however and by whom caused.
31. Unless it is proved to be caused by its negligence the Board of Trustees shall not be responsible for any loss of or any damage to any property or injury to any person arising out of the hiring in the Hall before, during and after the hiring.
32. The Board of Trustees reserves the right to amend the conditions of hire at any time and will notify any change to Hirers of all bookings existing at that time.
33. Where food is to be provided at events in the Town Hall no cooking is allowed on the premises – it must be prepared food only. Reheating of previously cooked food is permitted. A food safety check list must be completed by the Hirer and left in file in the kitchen.
34. The Town Hall is not licensed premises for the sale of alcohol and alcohol is not to be sold as part of any hiring without the Trustees being provided with a copy of any licence issued to a third party at least 7 days in advance of the booking.