



LEDBURY TOWN COUNCIL

ST KATHERINE'S SQUARE

BOOKING FORM

Terms and Conditions of Hire

To avoid any misunderstanding in respect of your booking, the following Terms and Conditions apply to all bookings relating to gatherings on St Katherine's Square.

Fees and Charges

There will be no charge for local community groups and charities to use St Katherine's Square. However, there will be a charge for businesses to use the square as follows:

£25 per hour
£100 per half day
£200 per day

A security deposit equivalent to 20% of the booking fee will be requested in advance and reimbursed after confirmation that no damage has been done to the square during the hire period..

Booking Confirmation

A security deposit will be required on booking, which may be partially or fully forfeit if there is any damage to the contents, or premises, or surrounding areas of St Katherine's Square, if it is left in a dirty or untidy condition or damage to the fabric of the Square. The Council reserves the right to charge in full for the repair of any such damage and for cleaning costs whether or not a deposit has been paid. Once the deposit has been received, if appropriate, this will be deemed as your acceptance of these terms and conditions.

Booking Cancellation

Cancellation of any bookings must be made in writing with five days' notice to Ledbury Town Council

Booking Changes

The venue hire must start at the time agreed when booking. Changes will not be permitted unless previously agreed.

Damage to Property & Premises

You will be liable for any loss, damage or breakages to the property caused by yourselves or your guests.

Organisations or individuals hiring St Katherine's square for an event, market or other purpose will be required to provide evidence of public liability insurance.
St Katherine's Square is a venue for hire only and Ledbury Town Council does not take responsibility for any suppliers or contractors you use for your event.

Alcohol

St Katherine's Square has a Public Spaces Protection Order (PSPO) in place. A PSPO can restrict certain activities or allow alcohol to be confiscated, and this can be enforced by a Police Officer, Policy Community Support Officer or an authorised Council Officer (usually the Town Clerk). Whilst the Council do not prohibit the drinking or purchase of alcohol in this location, if the behaviour of individuals is deemed to be a disturbance to other users the PSPO will be enforced.

Liability of the Company

Ledbury Town Council shall not be liable for any breach of the terms and conditions or delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) fire, flood strikes delays in transportation, power failure, failure of services or inability to obtain the necessary information or consent from any authority.

Dated: 3 December 2024