



THE OLD FIRE STATION, WOBURN SANDS

CONDITIONS OF HIRE

1. 15 mins. is allowed for preparation before each booking and after.
2. Fittings, furniture, and premises to be left clean and tidy.
3. Loss or damage to any Council property must be paid for.
4. The Council will not be responsible for the loss from the premises of any goods or property taken therein during a hire.
5. No alcoholic liquor may be bought, sold or consumed on the premises without the Council's permission.
6. Please ensure that windows are closed, toilets checked and the building LOCKED after the event/class.
7. Notification of cancellations must be received in writing at least 14 days before the date of hire in order for monies paid to be refunded. If your booking required a deposit, then this is non-refundable and any refund will take account of this.
8. The Council reserve the right to vary charges without notice. Bookings can only be accepted on this understanding.
9. In the event of the Old Fire Station or any part thereof being rendered unfit for the use for which it has been hired the Town Council shall not be liable to the hirer for resulting loss or damage whatsoever.
10. No Sellotape or Blue Tack to be used on painted walls.
11. NO SMOKING IN THE BUILDING.
12. Please be aware that the building does not have a music license.
13. You must read and abide by the Health and Safety Policy. A copy of this will be sent to you with the booking form.

MEMORIAL HALL, 4 HIGH STREET, WOBURN SANDS, MILTON KEYNES MK17 8RH
CLERK: ALISON JORDAN
TELEPHONE 01908 585368 (24HRS)
EMAIL a.jordan@wstc.org.uk

www.woburnsands.org.uk



WOBURN SANDS
TOWN COUNCIL

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