**TERMS AND CONDITIONS FOR HIRING TOWN HALL EXTERNAL ELECTRICAL POINTS**

[**info@thametowncouncil.gov.uk**](mailto:info@thametowncouncil.gov.uk)

**01844 212833**

**General**

* All electrical points are 240v IP dated RCD protected sockets and to be used in accordance to ‘The Electricity at Work Regulations 1989’.
* It is the responsibility of the organisation wishing to use the electrical points to ensure they have the relevant licences and permissions to hold the event.
* The power box key will only be issued to the hiring organisation once the application has been submitted and approved and deposit received.
* The hirer assumes responsibility for the use of the facility while in possession of the key.
* Only the named responsible person on the signed application form will have access to the electrical points. The key should not be transferred to other parties.
* Individual electrical points to be switched on when the key is signed out.

**Safety**

* All equipment must have a current PAT test certificate.
* Electrical equipment and cables must be suitably protected against adverse weather.
* Trailing cables must be protected.
* The hirer must produce Public Liability Insurance.
* All equipment using the supply must be suitable for 240v.

**Charge**

* A charge of £15.00 per day will be made for the use of each electrical socket.
* A further deposit of £5.00 will be made, refundable upon return of the socket box key.

**Insurance**

* Insurance cover for the use of electrical equipment is the responsibility of the organisation using the electrical points and must be attached to the hiring form.
* A copy of the organisation’s Public Liability Insurance must be attached to the hiring form.

**The Council reserves the right to withdraw use of the power if the obligations detailed above are not met.**