



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456
Email: enquiries@sleaford.gov.uk

Lisa Tidy
Clerk to the Council

Dear Sir/Madam

Sleaford Town Hall Room Hire

Thank you for enquiring about the rooms that Sleaford Town Council have available to hire at Sleaford Town Hall.

We have a number of rooms to hire to groups and individuals. These are:

Community Room (on the ground floor):

This room is light and airy and can be set up with folding tables and stacking chairs for smaller type meetings or gatherings.

Council Chamber (on the first floor):

This room is set up with solid tables and chairs and is ideal for larger meetings and presentation style functions. We are able to provide a projector and screen for use, if required.

HMS Sheldrake Room (on the first floor):

This room is suitable for smaller meetings.

There is a lift available, as well as stairs, for access to the first floor of the building.

The charges for each room can be found on the enclosed price list.

Due to the Covid-19 pandemic, we have put safety procedures in place to protect our staff and room hirers. Please find the details below:

All people entering the Town Hall must use Track and Trace. We have a QR code for people to scan, or they can fill in a slip at reception which we would then keep confidentially for 21 days.

Masks must be worn upon entering and exiting the Town Hall and also in the communal areas, ie. the reception area and the toilets.

We will not be providing any drink refreshments or cups, cutlery etc. Hirers are welcome to bring their own flasks or water bottles. The kitchen will be completely out of use to hirers.

A fire alarm drill is now carried out every Monday at 10.00am. Hirers are not expected to leave the building whilst the drill takes place. However, if the fire alarm goes off at any time other than the set drill time, hirers must leave the building. The fire safety point is in Eastgate Car Park, to the side of The Hub which is opposite our green tractor shed.

Each hiring group must have a register/form that is taken inside the room that you have hired, to record everyone that attends the booking. This is for fire safety reasons. The register/form is to be provided by the hirer.

Please read through the Conditions of Use for Room Hire document, complete and sign the enclosed booking form and return it to our offices to secure your booking. An invoice for payment will be sent to you once we have received your booking form.

Please do not hesitate to contact us if you have any queries or would like to view the rooms.

Yours faithfully

Sleaford Town Council Administration Team