



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

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

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.

Situated in the attractive Quayside House in Navigation Yard, Sleaford Town Hall incorporates the Sleaford Town Council offices and three rooms available for hire.

The Town Hall is positioned within the centre of the town, with convenient parking close by in Eastgate Car Park.

The Town Hall is serviced by a lift, as well as stairs to the first floor. We are able to provide use of a large tv screen which can be connected to a laptop.

The Town Hall can accommodate up to 60 people at any one time, due to health and safety and fire regulations.

We are also able to provide use of urns, cups and cutlery. If you require use of these, please indicate this on your booking form. An urn can be put in the room that you are hiring, together with a box of cups. Hirers will need to provide their own tea, coffee and sugar. Hirers will be required to clear away any items used after your booking (a trolley will be provided) and placed in the dishwasher. Please do not turn the dishwasher on. Hirers are also required to wipe the tables after use.

Upon your booking, we will liaise with you as to the best room to suit your needs because capacity depends upon the room layout. We are able to put the rooms into any layout that you wish with our tables and chairs.

The times that you put on your booking form must include your setting up time and clearing down time. We are able to accept room bookings from 8.45am to 4.15pm on Mondays to Fridays and from 8.45am to 3.45pm on Fridays.

We have three rooms available to hire, these being:

The Council Chamber - this room is situated on the first floor of the Town Hall and is our largest room to hire, being able to accommodate up to 60 people (theatre style). Capacity will depend on the room layout. This room is suitable for larger type meetings.

The Community Room - this room is situated on the ground floor and is light and airy. It is suitable for community use such as exercise, art, community group gatherings, charity groups etc. The room is able to accommodate up to 40 people (theatre style). Capacity will depend on the room layout.

HMS Sheldrake Room - this room is situated on the first floor and has displays of Town Twinning and RAF links within it. The room is suitable for smaller type meetings and can accommodate up to 30 people (theatre style). Capacity will depend on the room layout.

If there is to be a fire alarm drill, we will inform you of this. 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