

Town Hall hire of tablecloths and vases

1. Purpose of the Report

To notify Members of request to hire tablecloths and vases

2. Background

- 2.1 On several occasions over the last year when showing prospective hirers around the Town Hall, I have been asked whether we hire tablecloths and vases. This is not something that we do at present.
- 2.2 The last time we sent tablecloths to be cleaned the cost was £39, this was for 10 cloths and included collection and delivery.
- 2.3 We have 2 choices we could either charge per tablecloth and vase or not charge and take the cost of cleaning/damage and breakages in the case of the vases out of the damage deposit before we return it. Either option would bring us in line with other venues.

3. Financial Implications & Risks

- 3.1 The Town Council already own tablecloths for the large round tables and some for the trestle tables. We already also have the vases.
- 3.2 We may have to purchase some more rectangular cloths at a cost of £50.90 for multiples of 10.
- 3.3 If we had to replace the round tablecloths these are £87 for 10. The vases are £2 each

4. Decision Required

Members determine bar increase if agreed to do so.

Rachel Miles
4th September 2025