



Terms & Conditions of Hire Enquiry Form

The following Terms and Conditions outline an agreement of hire enquiry for booking a Creative Hartlepool Venue owned by Hartlepool Borough Council (HBC) – including Hartlepool Town Hall Theatre and Borough Hall. Hirer in these T&Cs refers to the person or company completing the hire enquiry form.

1. This hire enquiry form is confirmation that the Creative Hartlepool Venue is hired this is done when an HBC Officer has notified the hirer in writing the booking is confirmed and the hirer has signed a contract.
2. The hirer should not announce or sell tickets for any show or event until the booking has been confirmed.
3. HBC reserves the right to refuse any application to hire the venue without giving reasons, or to accept any application subject to any additional terms and conditions HBC considers necessary.
4. From 1st April 2026, HBC implemented a venue hold procedure. Hirer can only hold dates in diary for 14 calendar days without completing a venue hold form. Once 14 days have passed these dates will be released for HBC to programme and book other enquiries. If the hirer wishes to hold days longer HBC will ask hirer to complete a Venue Hold form, after this is completed, any dates cancelled or released will be charged at a £100+VAT fee.
5. HBC reserves the right to review and/or increase theatre hire rates and prices at any time up to six months before the hire of venue. HBC shall send the hirer notice in writing if this is required. This is generally done on an annual basis for future financial year from 1st April to 31st March.
6. Any data collected as part of your hirer enquiry is managed in line with [Privacy Notice](#).