

HEADS OF TERMS

Landlord

Trustees of the Victoria Hall (Registered Charity Number 220946)
39 High Street, Oakham, Rutland LE15 6AH

Landlord's Solicitor

In house

Tenant

Oakham Town Council

Tenant's Solicitor

TBC

Building

Victoria Hall, 39 High Street, Oakham, Rutland LE15 6AH

Unit

Unit 39b, comprising the ground floor room immediately to the left of the main Oakham High Street entrance.

Common Parts

Front and rear entrances and lobbies, the gallery, downstairs toilets and kitchen, the passenger lift and the upstairs disabled toilet.

Term

5 years from **1st November 2025** to and including **31st October 2025**.

Rent

£8,500 per annum exclusive of VAT subject to annual increase on each anniversary of the Lease commencement date at a rate of 4% per annum.

Payable quarterly in advance on **1st November, 1st February, 1st May and 1st August** in each year of the Lease term.

Payment by bank transfer to HSBC, Sort Code: 40-35-21, Account: 11360183, Account Name: Trustees of the Victoria Hall

Permitted Use

Use as an office to carry out any operational or administrative functions within class E(g)(i) of the Town and Country Planning (Use Classes) Order 1987 as amended.

Nuisance

The Tenant is not to carry out any acts at the Unit, which are noisy, noxious, dangerous, or offensive, nor to cause any nuisance, damage, inconvenience or annoyance to the Landlord or to any other occupiers or users of the Building or of any adjoining or neighbouring property or the neighbourhood

Assignment and sharing

Assignment of the Lease, sub-letting or sharing of the whole or any part of the Unit is prohibited.

Services

The Landlord is to provide gas, electricity, hot and cold water and sewerage for the benefit of the Tenant in its use of the Unit and the Common Parts of the Building.

The Landlord is to provide and maintain existing gas fired central heating as reasonably required at the Landlord's sole discretion. (Note that heating is normally turned off from May to October).

The Tenant is otherwise responsible for all other day to day running costs of its operations.

Access

The Tenant is to have access to the Building 24 hrs a day, 365 days a year.

The Tenant and its visitors are permitted to use the downstairs toilets, the lift and upstairs disabled toilet.

The Tenant is permitted to use the downstairs kitchen.

Alterations

The Tenant is prohibited from making any structural alterations of any kind to the Unit.

Other alterations will be permitted by obtaining the Landlord's prior written consent. Any permitted alterations will be documented by way of a Licence for Alterations.

Repairs

The Tenant is responsible for any repairs to the decoration, flooring, Landlord's fixtures and fittings inside the Unit.

Insurance

The Landlord has arranged Buildings, Landlord's contents, Loss of Rent and Personal Liability (£5m) Insurances at its own cost.

It is the Tenant's express responsibility to insure its own third party, employer's, public liability, business interruption, contents and any other risks as it sees fit.

Business Rates

The Tenant is liable for the payment of business rates and is responsible for making all relevant enquiries and arrangements in this regard with Rutland County Council.

Cleaning & Waste Disposal

The Tenant is responsible for keeping the unit clean, tidy and clear of rubbish.

The Landlord provides bins in the rear yard, which are cleared fortnightly. The Tenant may use these bins on a fair use basis. The Landlord reserves the right to terminate this right in the event that excessive levels of waste are being deposited by the Tenant.

No hazardous waste or waste requiring specialist disposal is to be deposited in these bins.

Advertising

The Tenant is to comply with all RCC bylaws relating to the use of advertising material on the pavement and on the outside of the Victoria Hall.

The Tenant will be permitted to display a name board on the outside of the Unit's door in the front lobby.

The Tenant is permitted to install self-adhesive vinyls to the inside of the window.

Any signage affixed to the front elevation of the Building is to be agreed with the Landlord.

Meeting Room

The Tenant will be permitted to use the meeting room to be created through the amalgamation of Unit 39a with the current meeting room on two Wednesday evenings each month, without charge and at other times with reasonable prior notice and by arrangement with the Landlord.

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