



FARINGDON TOWN COUNCIL,
THE CORN EXCHANGE,
FARINGDON SN7 7JA
www.faringdowntowncouncil.gov.uk
Telephone 01367 240281. Fax 01367 240303

HIRE OF THE CORN EXCHANGE

Please read the Conditions of Hire on the reverse side of this form.

Name of Hirer.....Date/s of Hire.....

Address.....

Tel. no..... Email address.....

Reason for Hire.....

Time of function from..... to..... No. of persons attending.....

Requirements: Kitchen Yes/No
(Hire of the kitchen is included in the venue hire charge)

<u>HIRE CHARGE:</u>	
Hall Hire	£ _____
Performing Rights Fee (if applicable)	£ _____
Total.....	£ _____
<u>Less 20% Deposit payable on booking</u>	£ _____
Balance Due.....	£ _____

The Hirer is responsible for the stewarding of the function. Please note Condition of Hire No. 5 overleaf.

In cases of emergency before or during your event, please contact the Town Council Duty Officer on 07738 443695 or 07759 169326

<p><u>Bar Facilities</u> The Corn Exchange Bar is operated and managed by a Bar Franchisee. The Hirer is responsible for contacting Jackie on 07738 006015 to book the bar. (email: jaclynsmith1977@hotmail.co.uk) No alcohol may be brought into the Hall except with the agreed permission of the Town Council through the Bar Franchisee and may be subject to a corkage charge. DO YOU REQUIRE A BARYES / NO</p>
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I AGREE TO THE CONDITIONS OF VENUE HIRE GOVERNING THE USE OF THE CORN EXCHANGE. THESE CONDITIONS ARE PRINTED ON THE REVERSE SIDE OF THIS FORM

Dated..... Signed.....

Where did you hear about the Corn Exchange?

Newspaper Advertising Friend Business Contact Internet Other- please state

CONDITIONS OF HIRE

1. The scale of charges may be varied without notice. A fee may be charged at any function where music of any kind, however performed, is played, in order to meet the Performing Right Society copyright.
2. A non-refundable deposit of 20% (1/5th) of the full charge for hire of the premises should be paid upon the booking of all functions. The Council will require the hiring charge to be paid in full 7 days prior to the event, unless previously agreed with the Clerk. Only in exceptional circumstances will any refund be made.
3. **Noise Limitation:** Any amplified equipment brought into the Corn Exchange by, or on behalf of the Hirer, must be operated within the limits set by the noise limitation equipment, as advised by the Environmental Health Officer, and all Hirers are required to supply their own surge protectors. If there is any breach of this regulation, the Town Council representative on duty that night will have the power to close the function. In these circumstances, no refund will be made. Any contravention of this Condition may result in the Council refusing any further lettings to the Hirer.
4. No nail, screw or other thing shall be driven into any wall, ceiling, floor or other parts of the building, furniture or fittings. Nothing shall be stuck to any painted surface with any tape, glue or tack.
5. **Supervision:** The Hirer or person in charge of the function/event shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the event. For every booking, the hirer must provide stewards in accordance with the following:
 - Seated audiences – 1 STEWARD per 100 patrons
 - For any event where alcohol is available there should be at least TWO NAMED STEWARDS over the age of 21 on duty throughout the event to maintain orderly conduct.
 - For all other events - 1 STEWARD per 50 patronsTown Council must be advised of these names together with contact details prior to the event otherwise the function/event will not be allowed to go ahead. There will be no re-admission or admission to any event after 10 p.m.
6. **Breakages and Damage:** Hirers will be responsible for ensuring that no disorderly conduct takes place and Hirers will be required to pay a refundable Damage Deposit payable on booking the venue. The amount will vary depending on the type of event/function being held. Any damage costing more than the Damage Deposit will also be charged to the hirer. Under NO circumstances must crystals, powder or other material be applied to the floor - damage to the surface of the floor, the Hall, Furniture or Fittings would be charged to the Hirer.
7. **No alcohol may be brought into the Hall except with the agreed permission of the Town Council and can only be made available through its Bar Franchisee.** Soft drinks only may be served from the Kitchen, if the function does not require a bar. No child over the age of 2 or under the age of 14 years will be allowed into the Hall when the bar is open, unless accompanied by an adult or if the function is a private party.

All payments, refunds and matters regarding the bar should be dealt with directly through the Bar Franchisee.
8. The Town Council reserves the right to refuse any letting or to cancel any booking and/or to forbid the serving or consumption of intoxicating liquor at any function, the Hirer being responsible for any loss incurred by him/her or others consequent upon such action by the Council. Any letting fee will be returnable in such cases if cancelled 14 days before the function. The Council reserves the Right to close the Bar during any function if the Town Council Officer on duty feels this is necessary in the event of any disruption.
9. **Hirers using the Kitchen facilities will be responsible for the cleaning of the Kitchen and work surfaces and for the removal of all waste.** A charge of £5 per hour that the venue is booked will be made against the Hirer if this Condition is not adhered to.
10. **The Hirer will be responsible for the removal of all rubbish from the venue at the end of the function. A charge of £5 per hour that the venue is booked will be made against the Hirer if this Condition is not adhered to. The Hall should be left in an acceptable state.**
11. **Insurance:** Any equipment brought into the Corn Exchange by the Hirer for a function must be insured by the Hirer.
12. No alteration to the electrical points etc. should be made. All electrical equipment brought into the Corn Exchange by the Hirer must be tested and inspected in accordance with current electrical safety regulations and, where appropriate, carry a current test label.
13. **Fire Regulations:** It is the responsibility of the Hirer that no more than 200 persons are allowed in the Hall of the Corn Exchange at any function. The use of real flame, flammable decorations and artificial smokes are prohibited.
14. The Corn Exchange is a smoke free venue. It is against the law to smoke in these premises.
15. **The Hirers hereby covenant with the Town Council to observe the foregoing Conditions.**