



FARINGDON TOWN COUNCIL,
THE CORN EXCHANGE,
FARINGDON SN7 7JA

(Please use the above address for booking forms and payment if sending by post)

www.faringdowntowncouncil.gov.uk
Telephone 01367 240281 Fax 01367 240303

HIRE OF ROOM
THE PUMP HOUSE, MARKET PLACE, FARINGDON, SN7 7HL
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 fromto No. of persons attending

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

HIRE CHARGE:	
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 read the terms and conditions or hire overleaf

**In cases of emergency, please contact the Town Council Duty Officer on:
07738 443695 or 07759 169326**

**I AGREE TO THE CONDITIONS OF VENUE HIRE GOVERNING THE USE OF THE PUMP HOUSE.
THESE CONDITIONS ARE PRINTED ON THE REVERSE SIDE OF THIS FORM**

Dated Signed.....

Where did you hear about the Pump House?

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 and 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. No nail, screw or other thing shall be driven into the wall, ceiling or floor or other parts of the building, furniture or fittings.
4. Hirers will be responsible for ensuring that no disorderly conduct takes place and will also be required to pay for or make good, any damage to the premises or to the furniture and fittings therein during the period for which they have hired the venue. Under NO circumstances must crystals, powder or other material be applied to the floor. Any damage to the surface of the floor, the Hall, Furniture or Fittings will be charged to the Hirer.
Any contravention of this condition may result in the Council refusing any further lettings to the hirer.
5. 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.
6. **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.**
7. **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.**
8. **Insurance:** Any equipment brought into the Pump House by the Hirer for a function must be insured by the Hirer.
9. No alteration to the electrical points etc. should be made. All electrical equipment brought into the Pump House by the Hirer must be tested and inspected in accordance with current electrical safety regulations and, where appropriate, carry a current test label.
10. **Fire Regulations:**
 - a) It is the responsibility of the Hirer that no more thanpersons are allowed into the meeting room. The use of real flame, flammable decorations and artificial smokes are prohibited.
 - b) It is the responsibility of the hirer to nominate a responsible person who will oversee evacuation of the meeting room if there is a fire.
11. The Pump House is a smoke free venue. It is against the law to smoke in these premises.
12. The Hirers hereby covenant with the Town Council to observe the foregoing Conditions.