



OLD TOWN HALL BOOKING FORM 2018

| | | | |
|--|---------------------------------------|---|--|
| Name of hirer: | | | |
| Address: | | | |
| Email: | | | |
| Phone: | | Mobile: | |
| Event details | | | |
| Type of Function: | | | |
| Date/s required: | | | |
| Times required: (Available between 9am and 11pm) | Start time (including set up): | End time (including clear up): | |
| Is your event open to the general public? | Y / N | If yes, please attach a copy of your current public liability insurance and risk assessment to your booking form. | |

| Room Hire charges | | | | |
|-------------------|-------------|-------------------------------|-----------------------------|----------------|
| | Please tick | Hire rate per Hour (Inc. VAT) | No of hours / days required | Amount payable |
| Per Hour | | £8.50 | | |
| Per Day | | £40.00 | | |

| Extra Facilities available | | |
|--|-------------------------|----------------|
| | Please tick if required | Amount payable |
| Projector and Screen | | N/A |
| Flipchart | | |
| Total Amount Payable | | £ |
| 20% deposit (payable on booking) | | £ |
| Balance Due (payable no later than 7 days prior to the event) | | £ |

IT IS ESSENTIAL YOU READ THE FOLLOWING STATEMENTS BEFORE SIGNING

I / We acknowledge that we have read the Conditions of Hire and have read and understand the requirements detailed.
 I / We hereby make application for the use of the Old Town Hall, for the purpose and on the date(s) as set out above.
 I / We undertake to pay the Council's charges due and to abide by the Conditions of Hire as may be in force at the time.
 I / We understand that the account for the balance of the hire charge (including any loss, damage or clear up costs incurred by the Council) will be advised following the hiring.
 I / We have attached a copy of our public liability insurance.
(Please delete if not applicable)
 I/We are over 18 years of age.

| | |
|---------------------------------------|-------------------------------|
| Signed: | Date: |
| Print name: | Organisation (if applicable): |
| Deposit payable on receipt of invoice | £ |

Your privacy is important to us.
 We need to process your data to perform administration tasks.
 We will comply with all data protection laws. We will only store your data for as long as we are legally required to do so.
 You can find out more from our "Privacy Notice" which is available from our website or from the council Office or at www.faringdowntowncouncil.gov.uk
Please confirm your consent below.
 Yes, I consent to Faringdon Town Council holding the data on this form for administration purposes only.

Payments can be made by Bank Transfer to:
Co-Operative Bank - Account No: 61002296 Sort Code: 08-90-12
Cheques payments should be made payable to Faringdon Town Council.

This form should be returned to:
Faringdon Town Council, The Pump House, 5 Market Place, Faringdon, SN7 7HL

CONDITIONS OF HIRE

1. DEFINITIONS

- (a) The **HIRER** shall include the person signing the Booking Application Form and/or the organisation on whose behalf such application was made.
- (b) The **COUNCIL** shall include its officers, servants or agents or any persons authorised by them.

2. PURPOSE

- (a) The hirer shall use the hall for the purpose stated on the booking form only, and for no other purpose whatsoever. The times as stated on the booking form must be adhered to.
- (b) The hirer shall not sub-let the hall, or any part thereof, without the written agreement of the Council.

3. SUPERVISION

The Hirer or person in charge of the function/event shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the event. Additional stewards may be required depending on the nature of the event and the numbers expected to attend.

4. CAPACITY

- (a) The capacity for the Old Town Hall is 50 for fire regulation reasons.

The Authorised Person is responsible to ensure that the maximum number of persons permitted to be in the Old Town Hall at any one time is not exceeded.

5. HEALTH & SAFETY

Hirers should undertake a risk assessment to quantify hazards, which might arise during the event and devise procedures to minimise any hazard. In addition, hirers are responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974. Real flames and artificial smoke are prohibited.

6. GOOD ORDER

The hirer shall be responsible for keeping good order in the hall and, if the Council directs, provide and pay for additional stewards and/or inform Police as the Council considers necessary for the proper conduct of the function. Any decision made by the Council is final and not negotiable.

Please note: The hirer should be aware that the hall is situated in a residential area and that every reasonable precaution must be taken to prevent disturbance to occupiers of neighbouring properties, both during and after the event. The hirer should advise their audience / clients to leave the area of the hall in a quiet and responsible manner.

The Council shall not be responsible for any loss or damage due to any breakdown of machinery, failure of the power supply, leakage of water or gas, fire, government restriction or Act of God which may cause the hall to be closed and the hiring interrupted or cancelled. The hirer shall indemnify the Council against any claim which may arise out of the hiring or which may be made by any person or agent of that person who has suffered any loss, damage, injury or death whilst they were in the hall during the period of hire.

7. ALCOHOL AT EVENTS

The Old Town Hall does not have a license to sell alcohol.

8. PAYMENT OF THE HIRE CHARGES

The hirer will receive an invoice for the booking once the date has been agreed and a completed booking form submitted. A 20% deposit will then be payable. The balance must be paid at least 7 days before the event in order that it can go ahead.

9. CANCELLATIONS

The 20% deposit is non-refundable. The balance of the booking fee is refundable unless it is within 7 days of the date of the booking.

- (b) The Council reserves the right to cancel the event and amend the conditions of hire without notice and without any liability of any kind. In the event of the Council cancelling the event any fees paid will be returned in full.

10. PROHIBITION OF NAILS, PLACARDS, ETC

No nails, tacks, screws, pins or other like objects shall be driven into any part of the hall; nor shall any placards, tape or other articles be fixed thereto that shall cause damage to the paintwork, plaster or any other part of the fabric of the building.

11. REMOVAL OF HIRER'S PROPERTY

Unless prior arrangements have been made with the Leisure Services Team/Booking Clerk, all persons and equipment must be off the premises by the time stated on the booking form. The Council accepts no responsibility for any property left on the hall premises.

12. CLEANING

The hirer shall, at the end of the period of hire, leave the hall (including the kitchen) in a clean and orderly state. If it is not, an extra cleaning charge will be made, at the discretion of the Council. 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.

13. SECURITY FOR CONTINGENCIES

The Council may, at any time, without stating a reason, demand, by way of letter addressed to the hirer, such security as the Council may deem necessary to cover any contingency. If such security is not forthcoming within the period stated in the letter, the Council has the right to terminate the hire.

The person signing the Booking Form will be treated by the Council as the Authorised Person. When The Authorised Person is signing the Booking Form on behalf of an Organisation, Club, Society, Association or Company he/she must have the authority to sign and bind the organisation to the Conditions of Hire.

14. RIGHT OF ENTRY

The Council reserves the right to enter any part of the hall during the period of hire.

15. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

Hirers are required to ensure that they have their own policies or procedures in place for the safeguarding of children and vulnerable adults, including current DBS Certificates where appropriate.

The hirer is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring that all necessary checks are undertaken. The Council accepts no responsibility for the user's failure to comply with these requirements. The hirer shall provide the Council with a copy of their Child Protection Policy on request.

16. ADDITIONAL HIRER RESPONSIBILITIES

(a) The hirer shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

(b) The hirer shall repay to the Council on demand the cost of re-instating or replacing any part of the hall or any property in or upon the hall which shall be damaged, destroyed, stolen or removed during the period of hire.

(e) The hirer must report all accidents to the member of staff or a delegated person of authority so that they can be recorded in the accident book. Details required include the contact details of the injured person, the date and location of the accident, how and why the accident happened, the injury suffered and treatment given. A First Aid kit is held in the kitchen and can be supplied by the member of staff or a delegated person of authority if required.

(j) The hirer shall be responsible for preparing and executing Personal Emergency Evacuation Plans for any disable persons taking part or attending the event.

(k) The hirer shall ensure that fire extinguishers are not removed from their locations or discharged unless required to fight a fire.

ACTION ON DISCOVERING A FIRE



Operate the nearest fire alarm call point.



Leave the building by the nearest available exit



*Call the Fire Service by telephoning 999 from a safe location.
Give this address: The Old Town Hall, Market Place, Faringdon. SN7 7HL*



Go to the assembly point: PORTWELL BAR



Notify the Town Council by telephoning 07738 443695 or 07759 169326

ACTION WHEN THE FIRE ALARM SOUNDS



Leave the building by the nearest available exit

If you have a specific role in an evacuation e.g. Fire marshal, or assisting a disabled person-carry out that role.

Close all doors in the area before leaving but not if this will endanger you, or hinder your escape.



Go to the assembly point: PORTWELL BAR

Do not re-enter the building or leave the assembly point until told to do so by the Emergency Services. The fact that the fire Alarm has been silenced is NOT a signal that you may return to the building.

ACTION ON RECEIVING A BOMB THREAT OR FINDING A SUSPECT PACKAGE

*Notify any persons in the building verbally. **DO NOT** activate the fire alarm or use mobile phones*



Leave the building by the nearest available exit



Go to the assembly point: PORTWELL BAR

Call the Police and Fire Service by telephoning 999 from a safe location.

Give this address: The Old Town Hall, Market Place, Faringdon. SN7 7HL

Notify any persons/residents in the vicinity of the Old Town Hall to clear the area.



Notify the Town Council by telephoning 07738 443695 or 07759 169326

Do not re-enter the building or leave the assembly point until told to do so by the Emergency Services.