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**CIVIC HALL, TOTNES**

**BOOKING FORM**

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| **Hirer details** | | |
| **Name:** |  | |
| **Address**: |  | |
| **Email**: |  | |
| **Phone**: |  | **Mobile**: |

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| **Event details** | | | | |
| **Type of Function:** |  | | | |
| **Date/s** **required**: | **NOTE: A minimum of 7 days notice is required for all bookings.** | | | |
| **Times** **required**: | **Start time (**including set up): | | | **End time (**including clear up): |
| Please note that an out-of-hours fee is payable (see hire charges section) in addition to the hourly hire charge for any use after 6pm or before 7am Monday to Saturday and any time on Sunday. | | | | |
| **Expected Attendance numbers (max 300):** | | | | |
| Will you be selling alcoholic drinks? | | Y / N | Please note a license application to SHDC will be required and proof of license sent to Totnes Town Council in advance of the event. | |
| Will your event involve members of the public? | | Y / N | If yes, please attach a copy of your current public liability insurance and risk assessment to your booking form. | |

**Hire charges include use of the toilets and a disabled toilet.**

**Please note that there is currently no disabled access to the Kitchen, Bar or Stage.**

**Room Hire Charges**

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| **Packages of Hire** | | Please tick | Amount payable |
| **1 day weekend package**  **Option 1**:  Use of the Hall, Kitchen and Bar  Friday set-up only - 5pm to 10pm  Saturday - 8.30am to 11.45pm (including clear-up)  **Option 2**:  Use of Hall, Kitchen and Bar  Saturday – 8.30am to 11.45pm (including set-up)  Sunday clear-up only – 8am to 1pm. | Private/Business event – £400.00  Charity/Not-for-profit organisation - £260.00  (Proof of eligibility required)  Private/Business event – £400.00  Charity/Not-for-profit organisation - £260.00  (Proof of eligibility required) |  |  |
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| **2 day weekend package**  Use of the Hall, Kitchen and Bar  Friday set-up only - 5pm to 10pm  Saturday - 8.30am to 11.45pm  Sunday – 8.30am to 10.30pm (including clear-up) | Private/Business event – £670.00  Charity/Not-for-profit organisation - £440.00  (Proof of eligibility required) |  |  |
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| **Hourly Hire rates** | |  |  |
| **Hall** :  Monday – Thursday    Friday – Sunday | Private/Business event – £23.00 per hour  Charity/Not-for-profit organisation (Proof of eligibility required) - £13.00 per hour  Private/Business event - £28.00 per hour  Charity/Not-for-profit organisation (Proof of eligibility required) - £18.00 per hour |  |  |
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| **Hall, Kitchen and Bar** :  Monday – Thursday    Friday – Sunday | Private/Business event – £28.00 per hour  Charity/Not-for-profit organisation (Proof of eligibility required) - £18.00 per hour  Private/Business event - £33.00 per hour  Charity/Not-for-profit organisation (Proof of eligibility required) - £23.00 per hour |  |  |
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| **Out of hours fee**  Applicable to any hourly hire from Monday to Saturday after 6pm or before 7am, and any time on Sunday. | (Not applicable for weekly hirers or packages)  £20 per day |  |  |
|  | **BOX A** | Total £ |  |

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| **Equipment hire** | | Please tick | Amount payable |
| **Tables and Chairs**  The room hire charges include the use of tables and chairs which can be found in the Mural room at the back of the Hall.  There are 40 x 6’ trestle tables and 250 conference style chairs (links available on request).  All tables and chairs must be stacked and returned to the Mural room at the end of your event. A charge for caretaker time (min.1hr) will be made if any furniture is not returned to the Mural and left tidy. | | | |
| **Crockery and cutlery**  (only available when bar & kitchen are hired) | 50 place - £10.00 per day  100 place - £15.00 per day  150 place - £20.00 per day |  |  |
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| **Glasses**  (only available when bar & kitchen are hired) | Set of 50 - £10.00 per day  Set of 100 - £15.00 per day  Set of 150 - £20.00 per day |  |  |
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| **Radio microphones** | £10.00 per day |  |  |
| **Sound System** – hire and basic set up instruction  NOTE: You will require your own technician to operate the equipment if you have more than basic technical audio/visual requirements. | £10.00 per day  Own technician to be used. |  |  |
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| **Projector and Screen** - hire and basic set up instruction  NOTE: You will require your own technician to operate the equipment if you have more than basic technical audio/visual requirements. | £30.00 per event  Own technician to be used. |  |  |
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| **Stage equipment (lighting, rigging and sound)** - hire and basic set up instruction  NOTE: You will require your own technician to operate the equipment if you have more than basic technical audio/visual requirements. | £20.00 per day or £140 per event  Own technician to be used. |  |  |
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|  | **BOX B** | Total £ |  |

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| **Other charges** | | Please tick | Amount payable |
| Heating | £2.50 per hour |  |  |
| Required heating times | On: Off: | |  |
| Caretaking   * after hire cleaning * furniture layout/clearance   N.B. a charge will be made at this rate for any non-emergency call outs during the hire period. | £15.00 per hour or per call out (1hr minimum) | |  |
|  | **BOX C** | Total £ |  |

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| **Booking Summary** | £ |
| Total Hire charge (from Box A) |  |
| Less:  Residents discount of 10% (proof of address required) or  Regular user discount of 10% (more than 5 bookings in 12 month period) or  Designated User discount of 50%\* | ( ) |
| Sub-total (deposit payable) |  |
| Plus: Total Equipment hire charge (from Box B) |  |
| Plus: Total Other charges (from Box C) |  |
| Total payable |  |

**\*** For information on applying for designated user status please contact the Civic Hall Administrator on 01803 862147 or see the Civic Hall page on our website www.totnestowncouncil.gov.uk.

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| **Names of stewards (please see conditions of hire note 5 for requirements)** | |
| Name 1: |  |
| Name 2: |  |
| Name 3: |  |
| Name 4: |  |

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| **IT IS ESSENTIAL YOU READ THE FOLLOWING STATEMENTS BEFORE SIGNING** | | |
| I / We acknowledge that we have read the Conditions of Hire and Fire Instructions (at the end of this booking form and terms of hire), and have read and understand the requirements detailed.  I / We hereby make application for the use of the Civic Hall, Totnes, 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)***  This event is subject to a Temporary Event Notice (Please see Conditions of Hire Notes 3 & 4) and I / we have made application to the District Council and enclose a copy of that application.  ***(Please delete if not applicable)*** I / We are over 18 years of age. I / We have read the Council’s Privacy Notice and Privacy Policy (see <http://www.totnestowncouncil.gov.uk> ) | | |
| Date: | Signed: | |
| Print name: | | Organisation: |
| Deposit accompanying the form (room hire less any discount applicable): | | £ |
| If there is any further information / requirements concerning your booking please state: | | |
| Payments can be made by Bank Transfer to:  HSBC - Account No. 81106686, Sort code - 40-44-24.  Cheques payments should be made payable to Paige Adams Trust. | | |

This form should be returned to:

Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes TQ9 5QH

TOTNES TOWN COUNCIL

**CIVIC HALL**

**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. TIMES OF EVENTS**

Public dancing, singing, music or other public entertainment of the like kind shall only take place in the said premises on the following days, during the hours specified and only with the approval of the Town Council. [Unless a Temporary Event Notice has been applied for and approved see below\*]. Specified hours:-

MONDAYS TO FRIDAYS 08.00 Hours to Midnight

SATURDAY 08.00 Hours to 23.45 Hours

SUNDAY 08.00 Hours to 22.30 Hours

(NB. The Hall is not available on Christmas Day)

\* A request for an event to extend beyond the times stated above is subject to a Temporary event Notice (TEN). The procedure to follow:

1. You must, initially, request permission from the Town Council.

2. If this permission is granted you can obtain information about applying for a TEN from South Hams District Council.

3. The hirer, not the Council, is responsible for applying for the TEN.

4. You must deliver two copies of the application to the Licensing Authority (South Hams District Council) and one copy to the police. A further copy must be sent to the Town Council with your booking form.

**4. SELLING ALCOHOL AT EVENTS**

The Civic Hall Premises Licence does not cover the selling of alcohol.

Any event at which alcohol is to be supplied is subject to a **Temporary Event Notice (TEN – see above) .**If you wish to supply alcohol at your event, please follow points 1,2,3, & 4 at Condition 3 above.

If your application to the Licensing Authority is successful, you will also be required to book the Licensed Bar Facility in the Civic Hall. This will be charged at the current rate, as stated on the booking form, for the hours during which the bar is open.

**5. STEWARDS**

In accordance with the requirements of the Health and Safety Act and/or the Public Entertainments Licence, the hirer shall be responsible for nominating stewards for their event, as follows:

(a) Where the event includes Public Dancing, Singing, Music or other Public Entertainment of the like kind: A minimum of **four** stewards must be named, all of whom must be over 21 years of age. One of the stewards must be the Authorised Person and be on the premises at all times.

In addition to the above, where most of those present are under the age of 16, the number of stewards shall not be less than 1 for every 100 or part of 100 attending.

(b) Where the event comes under the description of Markets, Fairs, Lectures, Meetings and any other event that does not include public dancing, singing or music or any other public entertainment of the like kind: A minimum of **two** stewards must be named, both of whom must be over 21 years of age.

At any event, the following conditions must be observed:

* Stewards shall be in attendance at all times whilst the hall is open to members of the public.
* Stewards must wear distinctive clothing or armbands to make their role obvious to those attending, and to any fire or police officer.
* Stewards must make themselves aware of the fire exits and have contingency arrangements to evacuate the building if the need arises.
* A nominated steward must make contact with the Caretaker at the beginning of the event to ensure that all the necessary arrangements are in place and the condition of the hall and equipment meet the hirer's requirements.
* A nominated steward must meet with the Caretaker at the end of the event and accompany him around the building to ensure that everyone has vacated the premises, and to check for losses or damage.
* **If a TEN has been approved, there may be conditions included within the approval regarding Door Staff. The Town Council may require additional staff to be employed. Please note that only Registered Door Staff are able to stop any member of the public entering an event, or use reasonable force to evict a member of the public from an event. Door staff or stewards that are not registered cannot use physical force to prevent anyone entering your event. If you do not have Registered Door staff and it is likely that members of the public will try and gain entry, without authorisation, you may not be able to adhere to these Conditions of Hire in terms of keeping Good Order.**
* The Town Council reserves the right to impose a condition that Registered Door Staff be employed and the number of Registered Door Staff to be employed.

**6. CAPACITY**

(a) The seating accommodation is **299** and this must not be exceeded.

(b) Where seating is not required, the maximum number of persons permitted in the Civic Hall at any one time is **499.**

(c) The maximum number of persons permitted in the bar area at any one time is **60**.

**The Authorised Person is responsible to ensure that the maximum number of persons permitted to be in the Civic Hall or bar area at any one time is not exceeded.**

Theatre seating layout – if seating is to be used in a theatre layout style then hirers **must** adhere to the guidance provided in the Civic Hall Fire and Emergency Evacuation Plan and Procedures provided.

**7. 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.

**8. FOOD HYGIENE**

Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training and instruction in food hygiene. Advice can be obtained from the Environmental Health Service, South Hams District Council Tel 01803 861234.

**9. 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 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.

**10. PAYMENT OF THE HIRE CHARGES**

At the time of booking the event the hirer shall pay to the Council a deposit of the estimated hours of use of the hall **NB: If this deposit is not received, the event will not be allowed to go ahead.** (At the discretion of the Council, alternative arrangements may be made for frequent hirers)

The hirer will receive an invoice for the balance shortly after the event. This must be paid within 30 days of the date of the invoice. The Council reserves the right to charge interest on any outstanding amount after that period.

**11. CANCELLATIONS**

(a) By the hirer if made by letter:

(i) received by the Council 6 weeks or more before the date of hiring, the deposit shall be repaid to the hirer, less an administrative charge of £30.00.

(ii) received by the Council less than 6 weeks before the date of hiring, no refund of the deposit will be made.

(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 the deposit will be returned in full.

**12. COPYRIGHT**

No copyright dramatic or musical work shall be performed or sung without the consent of the owner of the copyright.

**13. SUBMISSION OF RETURNS**

The hirer shall, within seven days of receipt of the Council's Invoice, provide details of musical work performed and numbers attending during the period of hire.

**14. SMOKING**

No smoking is allowed in the Civic Hall.

**15. 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.

**16. FLY-POSTERS / HANGING OF BANNERS**

You are advised that 'fly-posting' is illegal and could lead to prosecution. This includes advertising notices attached to road signs, lamp-posts and other fixed or temporary places. Hanging of banners across any part of the exterior of the hall is prohibited except that, with the permission of the Deputy Town Clerk, a banner may be hung on the railings alongside the ramp from 7 days prior to the event.

**17. REMOVAL OF HIRER'S PROPERTY**

Unless prior arrangements have been made with the Civic Hall Caretaker, 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.

**18. CLEANING**

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

**19. USE OF THEATRICAL / ARTIFICIAL SMOKE**

The use of theatrical or artificial smoke is strictly prohibited without prior arrangement with the Council. The hirer shall reimburse the Council for any call-out charges for Council staff, Council contractors or the emergency services arising from the unauthorised use of theatrical / artificial smoke.

**20. 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.

**21. NOTICES AND LETTERS**

Any notice, letter, demand or request by the Council to, or upon, the hirer may be sent by ordinary pre-paid post addressed to the hirer at the address quoted on the booking form.

**22. RIGHT OF ENTRY**

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

**23. COMPLIANCE WITH THE CHILDREN ACT 1989**

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The hirer shall provide the Council with a copy of their Child Protection Policy on request.

**24. DATA PROTECTION**

The details of the hirer, and where different, the client will be held by Totnes Town Council on its paper and computer databases for use by its accounts department for maintaining proper records. It will not be passed onto any third parties.

**25. 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. **Parking on the ramp is PROHIBITED except for the loading and unloading of equipment.**

(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.

(c) The hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him/his association whilst using the Civic Hall. (The Council is insured against any claims arising out of *its own* negligence.)

(d) The hirer shall ensure that any electrical appliances brought by them into the Hall and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided, the hirer must make use of it in the interest of public safety.

(e) The hirer must report all accidents involving injury to the public to the Council as soon as possible (telephone 01803 862147) 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.

(f) The hirer shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Town Council.

(g) The hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Authority and the Fire Authority.

(h) The hirer shall, if selling goods in the Civic Hall premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

(i) Use of the kitchen and kitchen equipment is at the hirers own risk.

(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.

(l) The hirer shall be responsible for familiarise themselves with the location of the First Aid kit provided.

**FIRE INSTRUCTIONS TO CIVIC HALL HIRERS**

1. Be clear as to how you will make those attending the Hall aware of the fire and how you will operate an evacuation procedure in the event of a fire in any part of the building.
2. Ensure that you and your stewards are aware of the locations of:
   1. Fire extinguishers
   2. Fire exits
3. Please ensure that your stewards have read the fire extinguisher instructions and are available to operate an extinguisher if confident to do so.

**NOTE:** Stewards must be aware that their safety and the safety of the people in the Hall is their main priority and they must not operate the extinguishers if it places them or other users in danger, when a safer option is to leave the Hall immediately.

**ALSO NOTE:** There are different extinguishers for different purposes.

1. The Fire Assembly Point is the Market Square. Ensure that all stewards know the location of the Fire Assembly Point and that they understand that they should ask people to leave the Hall calmly and in controlled manner and assemble at the Fire Assembly Point.
2. Ensure that the stewards wear a badge, jacket or armband at all times to show that they are a steward and that there are always the stipulated number of stewards on duty at all times.
3. Ensure that you have given clear instructions to your stewards on the action to be taken in the event of fire and that they understand their duties in the event of the need to evacuate the building.

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| **ACTION ON DISCOVERING A FIRE** |
| ***Operate the nearest fire alarm call point.***    ***Call the Fire Service by telephoning 999 from a safe location.***  ***Give this address:***  **Totnes Civic Centre, High Street, Totnes, Devon, TQ9 5SF.**  ***Attack the fire, if trained to do so with the appliances provided, without taking personal risk***    ***Leave the building by the nearest available exit***    ***Go to the assembly point ON THE MARKET SQUARE***    ***Notify the Town Council by telephoning 01803 862147*** |

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| **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.  Lifts must not be used.  You may take what you may need with you-coat, keys; handbag, money etc. in case you are unable to return for some time, but only if this will not unduly delay your evacuation.  Close all doors in the area before leaving but not if this will endanger you, or hinder your escape.  ***Go to the assembly point ON THE MARKET SQUARE*** |
| **Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer, the Emergency Services or Estate Patrol. The fact that the fire Alarm has been silenced is NOT a signal that you may return to the building.** |

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| **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***  ***Call the Police and Fire Service by telephoning 999 from a safe location.***  ***Give this address:***  **Totnes Civic Centre, High Street, Totnes, Devon, TQ9 5SF.**    ***Leave the building by the nearest available exit***    ***Go to the assembly point: ST MARY’S CHURCHYARD***  ***Notify any persons in the Market Square to clear the area.***  ***Notify drivers coming up the High Street not to proceed until the Police arrive.***    ***Notify the Town Council by telephoning 01803 862147***. |
| **Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer or the Emergency Services.** |