



**GUILDHALL, TOTNES**  
**BOOKING FORM**

<b>Name:</b>		
<b>Address:</b>		
<b>Email:</b>		
<b>Phone:</b>		<b>Mobile:</b>
<b>Event details:</b>		
<b>Type of Function:</b>		
<b>Date/s required:</b> (Available Monday to Saturday excluding bank holidays)		
<b>Times required:</b> (Available between 9am and 5pm)	<b>Start time</b> (including set up):	<b>End time</b> (including clear up):
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 toilets but please note that, due to the historic nature of the building, there is limited disabled access and no disabled toilets available.**

<b>Room Hire charges – Saturdays (Maximum capacity is 70)</b>			Please tick	Amount payable
Main Guildhall – Low Season (Oct – Mar)	£275.00			
Main Guildhall with Council Chamber - Low Season (Oct – Mar)	£350.00			
Main Guildhall - High Season (Apr – Sept)	£375.00			
Main Guildhall with Council Chamber - High Season (Apr – Sept)	£450.00			
The minimum 3-hour venue hire is included in the above fees.				
Additional hours	£40.00 per hour	No. of hours required:		
<b>Room Hire charges – Monday to Friday (excluding bank holidays)</b>				Amount payable
Main Guildhall	£50.00 per hour	No. of hours required:		
Main Guildhall with Council Chamber	£75.00 per hour	No. of hours required:		
Maximum capacity is 70.				
			Total £	

**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 Guildhall 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)***

I/We are over 18 years of age.

Date:

Signed:

Print name:

Organisation:

Deposit accompanying the form (50% of full fee)

£

If there is any further information / requirements concerning your booking please state:

**Payments can be made by Bank Transfer to:  
HSBC - Account No. 01000357, Sort code - 40-44-24.  
Cheques payments should be made payable to Totnes Town Council.**

**This form should be returned to:  
Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes TQ9 5QH or a copy  
emailed to [civichall@totnestowncouncil.gov.uk](mailto:civichall@totnestowncouncil.gov.uk)**

**TOTNES TOWN COUNCIL**  
**GUILDHALL**  
**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. STEWARDS**

In accordance with the requirements of the Health and Safety Act and as a term and condition of our licensed ceremony status a member of staff or a delegated person of authority will be present throughout 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 Main Guildhall is 70 for fire regulation reasons.

**The Authorised Person is responsible to ensure that the maximum number of persons permitted to be in the Civic 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.

**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 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. SELLING ALCOHOL AT EVENTS**

The Council does not have a licence for the sale of alcohol on the premises.

**8. PAYMENT OF THE HIRE CHARGES**

At the time of booking the event the hirer shall pay to the Council a deposit of 50% of the total hire fee **NB: If this deposit is not received, the date will not be reserved for the event.**

The hirer will receive an invoice for the balance 2-3 weeks before the event and full payment must be made before the event can go ahead.

**9. 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.

#### **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 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.

#### **12. CLEANING**

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

#### **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. 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 DBS 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.

#### **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 Council Offices 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 disabled 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.***



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

***Give this address:***

***Totnes Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.***



***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: ST. MARY'S CHURCHYARD***



***Notify the Town Council by telephoning 01803 862147***

#### 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.

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: ST. MARY'S CHURCHYARD***

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.

#### 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 Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.**



*Leave the building by the nearest available exit*



*Go to the assembly point: MARKET SQUARE*

*Notify any persons/residents in the vicinity of Ramparts Walk to clear the area.*



*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.