PAIGE ADAMS TRUST

CIVIC HALL, TOTNES
BOOKING FORM FOR CHARITY/NOT FOR PROFIT

Hirer details	
Name:	
Charity No: **C.I.C Status:**	
Address:	
Email:	
Contact No:	

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 additional caretaking 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 520 standing 300 seated):		
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.

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

ROOM HIRE CHARGE

Hourly Hire Rates		Please tick	Amount payable
Hall only Monday – Thursday Friday – Sunday	 £15 per hour £20 per hour		
Hall, Kitchen & Bar Monday – Thursday Friday – Sunday	 £20 per hour £25 per hour		
If the opening and/or closing of the hall is before 7am or after 6pm Monday – Friday or any time on a Saturday or Sunday, an additional caretaking fee will be applied.	£20 (not applicable for regular weekly hirers or weekend packages)		
Packages of Hire			
1 day weekend package: Hall, Kitchen & Bar EITHER Friday 5pm-10pm (set up) Saturday 8:30am-11:45pm (including clear up) OR Saturday 8:30am-11:45pm Sunday 8:30am – 1:30pm (clear up)	£300		
2 day weekend package Hall, Kitchen & Bar Friday 5pm-10pm Saturday 8:30am-11:45pm (including clear up) Sunday 8:30am- 10:30pm (including clear up)	£505		
		BOX A Deposit payable	£

OTHER HIRE CHARGES		
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 6ft trestle tables and 300 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 & cutlery (only available when kitchen & bar are hired)	**£15 per day**	
Glasses (only available when bar & kitchen are hired)	**£15 per day**	
2 handheld microphones	**£15 per day**	
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 per day/event**	
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.	**£25 per day/event**	
HEATING	**No. of hours @ £3.00 per hour**	
	BOX B	**£**
Additional caretaking / cleaning • Furniture layout/clearance • After-hire cleaning N.B. a charge will be made at this rate for any non-emergency call outs during the hire period.	***Please note that any caretaking or cleaning charges are excluded from the designated user discount.*** **£25 per hour (1hr minimum)** ***Please specify requirements***	
	BOX C	**£**

	£
Total Hire charge (from Box A)	
Less: 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 from Box B (Designated user discount - 50%)	£
Plus: Any additional caretaking / cleaning	£
Total payable	£

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

Fire Regulations

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

Stewards must be over 21 years of age and one of the stewards must be the Authorised Person and be on the premises at all times of hire.

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. * As a designated user we confirm we are hosting the event (*delete if not applicable) I / We undertake to pay the Trust'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) I / We agree to always treat all Council staff with dignity and respect and understand that the Council will take action for serious or repeated breaches.

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 should be made by Bank Transfer to:

Totnes Town Council
HSBC
Account No. 81106686
Sort code - 40-44-24.

Please note that payments by cash or cheque will incur a fee of £2.00 per payment.

This form should be returned by email to: civichall@totnestowncouncil.gov.uk
OR by post to:
Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes TQ9 5QH

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 **TRUST** shall include its officers, servants or agents or any persons authorised by them.

2. PURPOSE

(a) Totnes Civic Hall is available for hire by community groups and private individuals for events. It can be hired by any group or individual with the following exceptions: the Paige Adams Trust will not let the premises to groups or individuals promoting or associated with racist or other discriminatory views, anything involving a danger to the public health, any content which is sexually explicit or of an offensive nature. A decision on whether a hire will be allowed to take place will be taken by a vote of Paige Adams Trustees and their decision is final. The Trust will also retain the right to cancel any booking of the hall at any time without liability (see section 11 of the terms and conditions).

(b) 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.

(c) The hirer shall not sub-let the hall, or any part thereof, without the written agreement of the Council (acting on behalf of the TRUST). Any discounts claimed will only be applied if the applicant is eligible for the discount and they are hosting the event themselves

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 (acting on behalf of the TRUST). [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 to hire on Christmas Day.
Bank Holiday bookings incur an additional £20 out-of-hours caretaking fee. This charge is not included in, or subject to any regular hirer or designated hirer discount)

* 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 (acting on behalf of the TRUST).
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 (acting on behalf of the TRUST), 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 (acting on behalf of the TRUST) 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 (acting on behalf of the TRUST) 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 maximum number of persons permitted in the Civic Hall at any one time is 520 standing or 305 seated. 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.

(b) 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.

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. Compliance with Terrorism (Protection of Premises) ACT 2025 (Martyn's Law)

The Terrorism (Protection of Premises) Act 2025 places legal duties on the person or organisation in control of a premises or an event. The Council (acting on behalf of the Trust) remains responsible for the hall as premises. Where the Hirer controls the organisation and running of an event, including admission and activities, the Hirer will be responsible for meeting any duties that apply to that event. The Hirer agrees to cooperate with the Council (acting on behalf of the Trust), follow any relevant safety arrangements in place at the Hall, and not to do anything that would prevent either party from meeting their legal responsibilities under the Act.

9. 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.

10. GOOD ORDER

The hirer shall be responsible for keeping good order in the hall and, if the Council (acting on behalf of the TRUST) directs, provide and pay for additional stewards and/or Police as the Council (acting on behalf of the TRUST) considers necessary for the proper conduct of the function. Any decision made by the Council (acting on behalf of the TRUST) 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 (acting on behalf of the TRUST) 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 (acting on behalf of the TRUST) 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.

11. PAYMENT OF THE HIRE CHARGES

At the time of booking the event the hirer shall pay to the Trust 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 (acting on behalf of the TRUST) 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 Trust reserves the right to charge interest on any outstanding amount after that period.

12. CANCELLATIONS

(a) By the hirer if made by letter:

(i) received by the Council (acting on behalf of the TRUST) 28 days 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 (acting on behalf of the TRUST) less than 28 days before the date of hiring, no refund of the deposit will be made.

(b) The Council (acting on behalf of the TRUST) 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 (acting on behalf of the TRUST) cancelling the event the deposit will be returned in full.

13. COPYRIGHT

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

14. SUBMISSION OF RETURNS

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

15. SMOKING & VAPING

No smoking OR vaping is allowed in the Civic Hall.

16. 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.

17. 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 Council's Finance, HR & Lettings Manager, a banner may be hung on the railings alongside the ramp from 7 days prior to the event.

18. 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.

19. 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 (acting on behalf of the TRUST).**

20. USE OF THEATRICAL / ARTIFICIAL SMOKE

The use of theatrical or artificial smoke is strictly prohibited. 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.

21. SECURITY FOR CONTINGENCIES

The Council (acting on behalf of the TRUST) 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 (acting on behalf of the TRUST) has the right to terminate the hire.

The person signing the Booking Form will be treated by the Council (acting on behalf of the TRUST) 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.

22. NOTICES AND LETTERS

Any notice, letter, demand or request by the Council (acting on behalf of the TRUST) 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.

23. RIGHT OF ENTRY

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

24. 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 (acting on behalf of the TRUST) with a copy of their Child Protection Policy on request.

25. DATA PROTECTION

The details of the hirer, and where different, the client will be held by Totnes Town Council (acting on behalf of the TRUST) 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.

26. 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.

Complaints Procedures

All complaints should be sent in writing or by e-mail addressed to the Trustees of the Paige Adams Trust via the Trust Secretary, Mrs Catherine Marlton at Totnes Town Council, The Guildhall Offices, Ramparts Walk, Totnes, TQ9 5QH.
E-mail: clerk@totnestowncouncil.gov.uk

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:
   i. Fire extinguishers
   ii. 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.

4. 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.

5. 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.

6. 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.

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

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 <u>not</u> 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.

ACTION ON RECEIVING A BOMB THREAT OR FINDING A SUSPECT PACKAGE



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