

CLEVEDON TOWN COUNCIL - HIRE AGREEMENT

This agreement is made between Clevedon Town Council and the hirer named below:

Name of applicant/organisation _____

_____ Postcode _____

Telephone No. _____ Mobile No. _____

Fax No. _____ E Mail _____

Period of Hiring: Date _____ Start time* _____

End time* _____

* Please ensure that sufficient time is allowed at both ends of the booking period for setting up and dismantling. It would also be helpful if you could let us have an idea of how you want the room laid out before the booking.

Type of event/function _____

Room required: Meeting Room 1 [] (maximum: seats up to 60 including a large top table or 30 at tables)

Meeting Room 2 [] (maximum: seats up to 40 including a large top table or 20 at tables)

Catering – Use of Kitchen (see 11 of Conditions of Hire) Light use (Tea/Coffee) []

Full use []

Full use - please specify caterer: Business Name: _____

Contact person: _____

Telephone no: _____

I hereby apply for use of the premises as specified above. I accept responsibility for all the conditions set out in the Town Council's Conditions of Hire, a copy of which has been supplied to me. I undertake to pay on demand the charges assessed by the Council in accordance with the approved scale of charges for the hire of the said premises.

Signed _____ on behalf of _____

Names (in block letters) _____

The Council reserve the right to refuse any booking and to request such information from prospective hirers as is reasonable to enable them to reach a decision on any application.

FOR OFFICIAL USE ONLY:

Date agreement issued: _____ Date received back: _____

Deposit (caution fee) charged (Para 3 of Condition of Hire) in the sum of £ _____

Deposit received [] Cheque [] details: _____

Cash [] receipt no: _____

Cancelled within 14 days [] 10% charge £ _____ within 48 hours [] 50% charge £ _____

Period of Hire – ended on time [] if not by how long _____ mins/hrs. Articles removed [] or days left _____

Damage/loss/cleanliness inspection carried out [] comments _____

_____ Deposit to be refunded: Yes [] No []

Date invoice sent: _____ Date payment received: _____

Cheque [] details: _____ Cash [] receipt no: _____

PLEASE NOTE:

TEA AND COFFEE MAKING FACILITIES ARE PROVIDED IN THE KITCHEN – BUT YOU HAVE TO PROVIDE YOUR OWN TEA, COFFEE, MILK ETC. AND WASH UP AFTERWARDS.
STAFF SUPPORT IS NOT AVAILABLE.

Facilities provided: Kettles, teapot, flasks, jugs, mugs, cups & saucers, tea plates, teaspoons, cooker, fridge, microwave, water cooler.

CLEVEDON TOWN COUNCIL – CONDITIONS OF HIRE Bookings are accepted on the following conditions;

1. APPLICATIONS

- 1.1 All applications for the hire of one or both of the Council House Meeting Rooms must be made to the Clerk of the Council. Applications will not be considered;
 - a) from persons under 21 years of age; or
 - b) if made otherwise than on the official booking form.
- 1.2 The Council reserve the right to refuse any application, or terminate at any time, any agreement for hire made in consequence of any application, and the Council is not obliged to give a reason for such refusal or termination.
- 1.3 Provisional bookings will be accepted on condition they are **confirmed** in writing, by way of a **signed official booking form, within 10 days of the date of issue on the form.**
- 1.4 If not confirmed the Council reserve the right to let the facility to other applicants without notice.

2. FORMS OF USE, TYPES OF EVENTS PERMITTED / CAR PARK

- 2.1 The use of the building shall be limited to; seminars, training and meeting type uses.
- 2.2 Small scale social events will be considered on provision of details.
- 2.3 No event shall be permitted which requires a Drinks/Liquor Licence or Entertainments Licence.
- 2.4 Parking up to 10 cars, including 1 disabled space. No vehicles larger than a mini bus permitted.

3. CHARGES

- 3.1 The hire charge shall be in accordance with the scale of charges set by the Council, details of which are attached.
- 3.2 There is a surcharge of £10 for Bank Holiday bookings
- 3.3 All payments must be made to the Clerk of the Council upon receipt of an official invoice. Cheques, postal orders etc should be made payable to 'Clevedon Town Council' and not to any individual member of the Council or its staff.
- 3.4 The Council reserves the right to charge a Deposit (excess charge/caution fee) which will be returnable provided the premises is left in good order.
- 3.5 The Council also reserves the right to review the scale of charges from time to time.

4. CANCELLATION BY HIRER

- 4.1 Cancellation made within 14 days of the hire date a 10% of the hire charge shall become payable.
- 4.2 If less than 48 hours notice or cancellation is given a 50% of the hire charge shall become payable.

5. SUB-LETTING

- 5.1 The Hirer shall not rehire or sublet the accommodation or any part thereof.

6. DAMAGE, LOSS OR ACCIDENT

- 6.1 The Council shall not be liable for loss due to breakdown of machinery, failure of supply of electricity or gas, leakage or water, fire, Government restriction or disruption due to an act of nature which may cause the accommodation to close or the hire to be interrupted or cancelled.
- 6.2 The Hirer will be required to make good any loss or damage to the premises and/or any such furniture or fittings.
- 6.4 The Council shall not accept any responsibility for the loss of or damage to any car or other vehicle which in connection with the function may be brought or left within the precincts of the property.
- 6.5 The Hirer must ensure that no car or other vehicle is parked in any unauthorised position and the instructions given by the Clerk or Council Staff / Caretaker, acting as her duly authorised representative, as to the parking of vehicles are fully observed.

- 6.6 The Hirer shall indemnify the Council against all liabilities, claims costs or demands in respect of personal injury and/or loss or theft of property and/or damage howsoever arising from the hiring of the accommodation.
- 6.7 Hirers should take care to ensure the safety and well-being of users eg no loose trailing flexes, obstructions etc. A basic **First Aid Kit** is located in the Kitchen.

7. FIRE PRECAUTIONS

- 7.1 There is a **no smoking** policy enforced over the entire building. Hires are requested to ensure all persons are made aware of this and it is strictly adhere to.
- 7.2 The Hirer must make themselves aware of the position of fire extinguishers and emergency exits. No exits from may be blocked or restricted or fire appliances removed or tampered with in any way.
- 7.3 Highly flammable substances shall not be brought into, or used in any part of the premises. No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected.

7. Fire Precautions continued

- 7.4 All refuse for disposal must be placed in black sacks and placed under the car park lamp.
- 7.4 In the event that the fire alarm is raised take the following action;
- Announce the evacuation of the building indicating the position of the fire exit points.
 - Dial 999 – the nearest public telephone is in the square off Station Road
 - Assemble in the garden or car park
 - Have the record (see 9.3) available for inspection by a Police Constable or Officer of the Fire Brigade.

8. ACCESS

- 8.1 The Clerk and any person authorised by her shall have the right of free and unimpeded entry at all times and for all purposes to and from the accommodation.
- 8.2 The hire of the accommodation does not entitle the Hirer to use or enter the accommodation at any time other than the specific hours for which the accommodation is hired unless prior arrangements have been made with the Clerk.
- 8.3 If the Hirer requires access to the accommodation prior to the event for any preliminary preparation s/he must include that time in the application as the accommodation will only be made available for the times stated on the application form.
- a) The Hirer is normally expected to assist in the setting out and clearing away of tables and chairs under the direction of the Clerk or her appointed representative.
- b) Any overstay will be charged at double the rate applicable at the time.

9. MAINTENANCE OF GOOD ORDER

- 9.1 The Hirer shall at all times during the function be responsible for the maintenance of good order and shall ensure the no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no person shall trespass on parts of the accommodation not hired. The Hirer shall be responsible for any charge levied on the Council due to activation of the security system in the event of such trespass.
- 9.2 Admission should be regulated, eg in the form of a request to attend or an invitation.
- 9.3 The Hirer shall ensure that a record is kept of the;
- number of persons admitted to the premises and
 - the number of persons leaving the premises.
- So as to enable the number of persons present on the premises to be ascertained at any time. The record will be available for inspection by a Police Constable or Officer of the Fire Brigade.
- 9.4 No person will be admitted or re-admitted to the premises after 10.30pm.
- 9.5 The Hirer must provide adequate adult supervision in order to maintain good order both inside and outside the building.

10. VACATION OF PREMISES

- 10.1 The Hirer shall ensure the accommodation is vacated by all persons attending within the time specified on the booking form. All articles brought in connection with the function shall be removed at the termination of the function as specified on the booking form otherwise a charge will be made of the hirer for each day or part of a day, until the same are removed.
- 10.2 Should the premises not be vacated within the time specified any excess time will be charged at double the rate applicable at the time.
- 10.3 At the end of the hiring the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Should extra cleaning be necessary the Council reserve the right to levy an additional charge.
- 10.4 The hirer shall ensure that the minimum of noise is made on arrival and departure.

11. CATERING

- 11.1 Hirers may undertake their own catering for light refreshments ie teas/coffees, warming and plating/presentation of food pre-prepared.
- 11.2 Hirers may engage a professional caterer to undertake the preparation and service of buffets, meals etc subject to approval by the Clerk of the Council acting on behalf of the Town Council.
- 11.3 A charge will be levied for the use of the kitchen as specified on the list of charges attached.
- 11.4 Crockery and cutlery (not glasses) are provided for light refreshment use but any breakages or losses will be charge. No tea towels are provided.
- 11.5 The Hirer and/or their caterer shall, when handling/serving food, observe all relevant food health and hygiene legislation and regulations.
12. LICENCES (See paragraph 2.3 above)
- 12.1 No copyright dramatic or musical work shall be performed or sung without the licence of the copyright holder, such licence to be produced to the Clerk prior to commencement of the function. The Hirer shall pay the Council any fees relating to the Performing Rights Society charges where copyright music is used.
13. GENERAL
- 13.1 No additional lights or electrical extensions shall be used without the previous consent of the Clerk.
- 13.2 No bolts, tacks, nails, screws or any similar fixing/objects, nor any flags, emblems or posters shall be driven into any part of the accommodation or affixed thereto without the previous consent of the Clerk.
- 13.3 The Council reserve the right to cancel bookings at any time prior to the date of the function if the accommodation shall not be available for any reason beyond its control.
- 13.4 The Hirer shall ensure that any event/function involving children or young people comply with the provisions of legislation regarding such persons (Children Act 1989) and that only fit and proper persons have access to the children/young persons.
- 13.5 The Hirer will sign a declaration that s/he will be responsible for all the conditions set out in this document.
14. DEFINITIONS
- 'the Council' means Clevedon Town Council
- 'the Clerk of the Council' means the proper officer of the Council or her duly authorised representative
- 'function/event/use' means the purpose for which the accommodation has been hired
- 'the Hirer' means the person signing the booking form and when signing on behalf of an organisation shall be jointly and severally responsible with the organisation for the hire charge
- 'commercial' a commercial organisation for these purposes shall be one which is liable for tax on its trading profits (and not merely on interest received)

CONTACT

Clevedon Town Council Office
44 Old Street, Clevedon
BS21 6BU

Weekdays – 9am to 2pm

Tel: 01275 877815 Fax: 01275 875520
email@clevedon.gov.uk

**IT IS SUGGESTED YOU BRING THIS DOCUMENT WITH YOU
FOR REFERENCE DURING YOUR EVENT / FUNCTION**