



**TIVERTON TOWN COUNCIL**  
**TOWN HALL BOOKING FORM**  
Tiverton (01884) 253404  
Email: [assistant@tivertontowncouncil.gov.uk](mailto:assistant@tivertontowncouncil.gov.uk)

Tiverton Town Council, Town Hall, St Andrew Street, Tiverton, EX16 6PG

Please complete all sections of this form and return it to the Town Council as soon as possible. No booking can be confirmed until this form has been received

NAME OF ORGANISATION	
TYPE OF EVENT	
CONTACT NAME	
CONTACT ADDRESS	
CONTACT TELEPHONE NUMBER	
CONTACT E MAIL ADDRESS	
DETAILS FOR INVOICING (IF DIFFERENT FROM ABOVE)	

When selecting the times you wish to hire the venue remember that this should include the earliest time that entry will be required to the premises and the latest time of departure.

Dates of Event(s)

From	Day	Month	Year	To	Day	Month	Year

We will require to have access to the premises at .....

We will vacate the premises by .....

<b>Do you have Public Liability Insurance for this event?</b>	
<b>Do you require Public Liability Insurance cover for this event?</b>	

### TOWN HALL HIRE RATES

Room	Per Hour	No of Hours	Total Charge
<b>Mayoralty Room</b>	<b>£30</b>		
<b>Council Chamber</b>	<b>£30</b>		

There is a minimum booking rate of 2 hours for each meeting room.

What facilities or equipment will you require?

Equipment	Charge
Flip Chart	£1.00 per day
Projector & Screen	£10.00 per day
Tea/Coffee	£2.00 per person
Photocopying/printing charge	10p per sheet
Wireless Bluetooth Speaker	£10.00

The above equipment charges are subject to VAT at the prevailing rate.

Please note our cancellation fees

Cancellation on the day of hire	100% of the hire fee payable
Cancellation 7 working days before the day of hire	50% of the hire fee payable
Cancellation at any other time	20% of hire fee payable

£100 is payable on booking unless previously agreed. Booking below £100 must be paid for in full and in advance.

Payment can be made via BACS. Bank details for BACS payments are:

Sort Code -08-90-27 Account No – 61000340 – Co-Operative Bank – Tiverton Town Council

Please quote your Organisation name and event date as your reference. Alternatively, card payments can be taken in person from the administration office.

I agree to the conditions of hire and to the charges for the hire of the Town Hall

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed

Town Clerk \_\_\_\_\_

#### Terms and Conditions for the use of the Town Hall

##### 1. Facilities

Use of the Civic Suite includes the use of the foyer, cloakrooms, servery and access through the Town Hall along corridors, staircase and lift.

##### 2. User

- 2.1. No part of the Civic Suite is to be used for any purpose other than as specified on the booking form
- 2.2. No part of the Civic Suite is to be used for any unlawful purpose or in any unlawful way
- 2.3. No animal (other than assistance dogs) is to be brought into the Civic Suite or allowed to enter the Civic Suite without the written consent of the Council

### **3. Electrical Equipment**

- 3.1. No lighting, heating, power or other electrical fittings or appliances in the Civic Suite are to be altered, moved or in any way interfered with
- 3.2. No additional lighting, heating, power or other electrical fittings or appliances are to be installed or used without prior written consent of the Council
- 3.3. Where consent is granted under clause 3.2 above the Hirer will be liable for ensuring that any electrical equipment used at the event has been checked for safety by an appropriately qualified person and the circuit breakers are used

### **4. Supervision**

- 4.1. During the hire of the Civic Suite the Hirer is to be responsible for:
  - 4.1.1. The efficient supervision of the Civic Suite including (without prejudice to the generality of the above)
  - 4.1.2. The effective control of children
  - 4.1.3. The orderly and safe admission and departure of persons to and from the Civic Suite
  - 4.1.4. The safety of the Civic Suite
  - 4.1.5. The preservation of good order and decency in the Civic Suite
  - 4.1.6. Ensuring that all doors giving access from the Civic Suite and Town Hall are left unfastened and unobstructed and immediately available for exit
  - 4.1.7. Ensuring that no obstruction is placed or allowed to remain in any corridor giving access to the Civic Suite
- 4.2. If the Hirer is not present during the period of hire of the Civic Suite then the Hirer must ensure that a representative is in charge who is aware of the Hirer's obligations under this agreement. The Hirer must inform the Council of the name of the representative prior to the commencement of the period of hire

### **5. Decoration and advertising**

- 5.1. No bolts, nails, tacks, screws, pins or other like objects are to be driven in any part of the Civic Suite nor any adhesive substance to be attached to it
- 5.2. No placards or other articles are to be fixed to any part of the Civic Suite
- 5.3. No highly flammable material is to be used for decoration or other purposes

### **6. Maximum number to be admitted**

The maximum number of persons to be admitted to the Civic Suite during the period of hire shall not exceed:

- 6.1. Council Chamber = 60 people (including infants and children)
- 6.2. Mayoralty Room = 40 people (including infants and children)

### **7. Statutory requirements**

The Hirer must not do or permit any act or matter or thing which would or might constitute a breach of any statutory requirement affecting the Civic Suite or which would or might vitiate in whole or part any insurance effected in respect of the Civic Suite

### **8. Smoking**

- 8.1. Smoking of tobacco or electronic cigarettes is not permitted in any part of the Town Hall and the Hirer will ensure that everyone attending the event complies with this
- 8.2. Heat and smoke sensors are fitted in the Town Hall and the Hirer will be responsible for any emergency service call out fees if the sensors are set off by accident or as a result of ignoring clause 8.1

### **9. Hire period**

- 9.1. If the period of hire is reduced, the Hirer will not be entitled to a reduction in the hire fee

- 9.2. At the expiration of the period of hire the Hirer is to leave the Civic Suite in a clean and orderly state free from litter, and in particular (but without prejudice to the generality of the above) the Hirer is to remove all equipment previously brought in by or on behalf of the Hirer and
- 9.3. If the period of hire is exceeded the Council may, at its discretion, charge the Hirer and additional fee

#### **10. Agreement personal to hirer**

The benefit of this Agreement is personal to the Hirer and is not assignable or capable of being sub-hired

#### **11. Damage to council property**

- 11.1. The Hirer is to take good care of and not cause any damage to the Civic Suite or to any fittings, equipment or other property in the Civic Suite and the Hirer is to make good and pay for any such damage caused by any act of the Hirer or anyone for whom the Hirer is responsible

#### **12. Injury to persons and loss**

- 12.1. The Council will not be liable for the death of or injury to any person attending the Civic Suite for the event which is the subject of the hire or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by this agreement except where such death, injury or loss is due to negligence of the Council
- 12.2. The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles of property of any kind brought into or left at the Town Hall either by the Hirer for their own purposes or by any other person or left or deposited with any officer or employee of the Council
- 12.3. The Hirer will indemnify the Council against all such liabilities as are mentioned in this clause

#### **13. Third Party Insurance**

- 13.1. The Hirer is to have in force throughout the period of hire a policy of insurance effected with a reputable insurance company covering the hirer against:
- 13.2. Third party risks and
- 13.3. Any claim for damage or loss arising from the use of the Civic Suite

#### **14. Further exclusions of liability**

- 14.1. The Council will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Civic Suite to be temporarily closed or the hiring to be interrupted or cancelled
- 14.2. The Council gives no warranty that the Civic Suite is legally or physically fit for any specific purpose

#### **15. Right of entry**

The Council reserves the right for duly authorised members or officers or employees of the Council to enter the Civic Suite at any time for any authorised purpose

#### **16. Cancellation by hirer**

- 16.1. If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give the Council notice in writing to this effect
- 16.2. If such notice is given the Hirer will be liable for a cancellation fee. The cancellation fee will be calculated as follows:
- 16.2.1. cancellation within 14 days of the hire – 100% of the hire fee will be payable
- 16.2.2. cancellation within two months before the hire – 50% of the hire fee will be payable
- 16.2.3. cancellation at any other time - a fee of £25 will be payable

#### **17. Cancellation by Council**

- 17.1. The Council may cancel the hiring if the Civic Suite is required in connection with a local government function or if the Civic Suite is rendered unstable by such an event as mentioned in clause 14.1
- 17.2. If the hiring is cancelled for any such reason as mentioned in clause 17.1 the Council will give the Hirer the maximum practicable notice and refund the fee but will not be otherwise liable to the Hirer

#### **18. Breach by Hirer**

If the Hirer fails to observe and perform any of the conditions in this agreement the Council may:

- 18.1. Charge to and recover from the Hirer any expenses the Council incurs as a result of the Hirer not fulfilling their responsibilities under this agreement
- 18.2. Charge to and recover from the Hirer any expenses incurred by the Council in remedying any such failure including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate and
- 18.3. Cancel the instant or any other hiring of the Civic Suite without incurring any liability for the return of any fee or otherwise

**19. Notice**

The Hirer must serve any notice on the Council at the Town Hall, St Andrew Street, Tiverton EX16 6PG

**20. Fire Safety & Evacuation Procedures**

The Hirer acknowledges that they have received instruction (attached to this agreement) on the action to be taken in event of fire, which includes dialling 999 and evacuating the town hall. The hirer agrees that they are also aware of the location of the emergency exits in the town hall.

