

Please return pages 1 and 2 to Ashburton Town Council together with your undated deposit cheque for £100 payable to Ashburton Town Council.

# Ashburton Town Council - Town Hall booking form

Town Hall, North Street, Ashburton, TQ13 7QQ

For all enquiries relating to booking the town hall call the Town Clerk on 01364 652142  
email: townclerk@ashburton.org website: www.ashburton.org

Name of hirer: .....

Organisation: .....

Contact address: .....

..... Post code .....

Tel no: Day ..... Evening .....

Email address: .....

***Details of who invoice should be sent to if different from above:***

Name .....

Address .....

..... Post code .....

**DETAILS OF HIRE (please tick where appropriate)**

Type of event: **Private**  **Public**  *Non commercial*  *Commercial*  *Charity*

Dates .....

Main Hall From ..... To .....

Small Hall From ..... To .....

Kitchen

- Morning up to Midday
- Afternoon Midday to 6pm
- Evening 6pm to Midnight

Stage required YES  NO

Tables required.....(state no.)

Chairs required.....(state no.)

£100 deposit paid

Written permission notice fee paid

<p>If you would like to use the platform truck to transport items from the car park please tick box (please note parking not allowed on the pavement at the rear of the town hall) <input type="checkbox"/></p> <p>Will you be selling alcohol at your event a Written Permission Notice. A fee of £20 is payable, please see overleaf for further details.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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**Please sign overleaf to confirm you have read the terms and conditions. Please ensure when booking that you allow time for clearing up.**

Please ensure that you had read and fully understand everything contained within this booking form before you sign, and have read the attached fire precautions and risk assessment details. Where applicable, please note the special hiring conditions on licensing for alcohol.

**I agree to pay the charges as listed on the rate table and to be bound by the terms and conditions which I have read and acknowledge.**

Signature .....

Print Name .....

Date .....

Deposit taken by .....

Amount of deposit .....

*A booking deposit/damage waiver deposit of £100 is required for private bookings. At the discretion of the Town Council this deposit will be banked against your outstanding account if settlement on raised invoices is not received within 30 days as from the date of the invoice; also set against any damage caused during the booking; or on cancellation without 14 days' notice in writing. **Interest will be charged on all invoices not settled after the 30 days credit period from the date of the invoice.***

If alcohol is to be sold at the event an additional form from Ashburton Town Council will have to be completed and signed. Please tick the box on the front page if alcohol is being sold at the event.

The fee for a Written Permission Notice from the Town Council to enable the sale of alcohol is **£20.00** and a minimum of **ten working days' notice is required.**

*(Please complete application form SOA/app/1/Nov 09)*

**ALL CANCELLATIONS MUST BE IN WRITING. PLEASE SEE CANCELLATION TERMS OVERLEAF**

**A LARGE PRINT VERSION OF THIS FORM IS AVAILABLE UPON REQUEST**

## HIRE CHARGES

		Commercial
<b>Main Hall:</b>	£10.00 per hour	£15.00 per hour
(after midnight)	£15.00 per hour	
<b>Small Hall:</b>	£8.00 per hour	£12.00 per hour
(after midnight)	£12.00 per hour	
<b>Kitchen: <i>per session</i></b>		
Morning Session	£20.00	
Afternoon Session	£20.00	
Evening Session	£20.00	

**Written Permission Notice (For the sale of alcohol) £20.00 Payable on application. (Minimum of 10 working day's notice is required.)**

### **Please Note:**

- The use of smoke machines is STRICTLY FORBIDDEN as they will set off the alarms.
- The supply of gas and electricity to the kitchen is restricted and will only be made available to hirers of the kitchen. The caretaker is responsible for connecting the supplies at the start and finish of any hire period and is not permitted to extend the period.
- All times booked must include sufficient time for setting up and clearing up by the hirer. Any excess work caused to the caretaker as a direct result of neglect by the hirer will be charged to the hirer.
- The Town Hall will only be open for the time that is booked.
- Hirers are responsible for their own public liability insurance.
- Any equipment left in the Town Hall must be insured by the hirers.

Ashburton Town Council does NOT accept liability for any such items.

An invoice will be issued and settlement is required within 30 days as from the date of the invoice.

There are certain times when the Town Hall is not available for hire due to Carnival Week (end June/early July) and Dartmoor Artists Exhibition

(2 weeks, end July/early August) Law Day (4th Tuesday in November)

**Cancellation - A cancellation form is provided and the Town Council requires a minimum of 14 days' notice, in writing, of any cancellation of booking otherwise a charge may be incurred.**

**If 7 to 14 days notice is given, the Council reserves the right to make a charge of 50% to the hirer concerned, if less than 7 days' notice is given the Council reserves the right to make a charge of the full hire cost to the hirer concerned.**

**Also Please Note:** The caretaker will ensure the venue is open and he will lock up after the event. Caretaker: Chris Northway 07748 599 626, (If you get an answermachine, please leave a message and he will get back to you.)

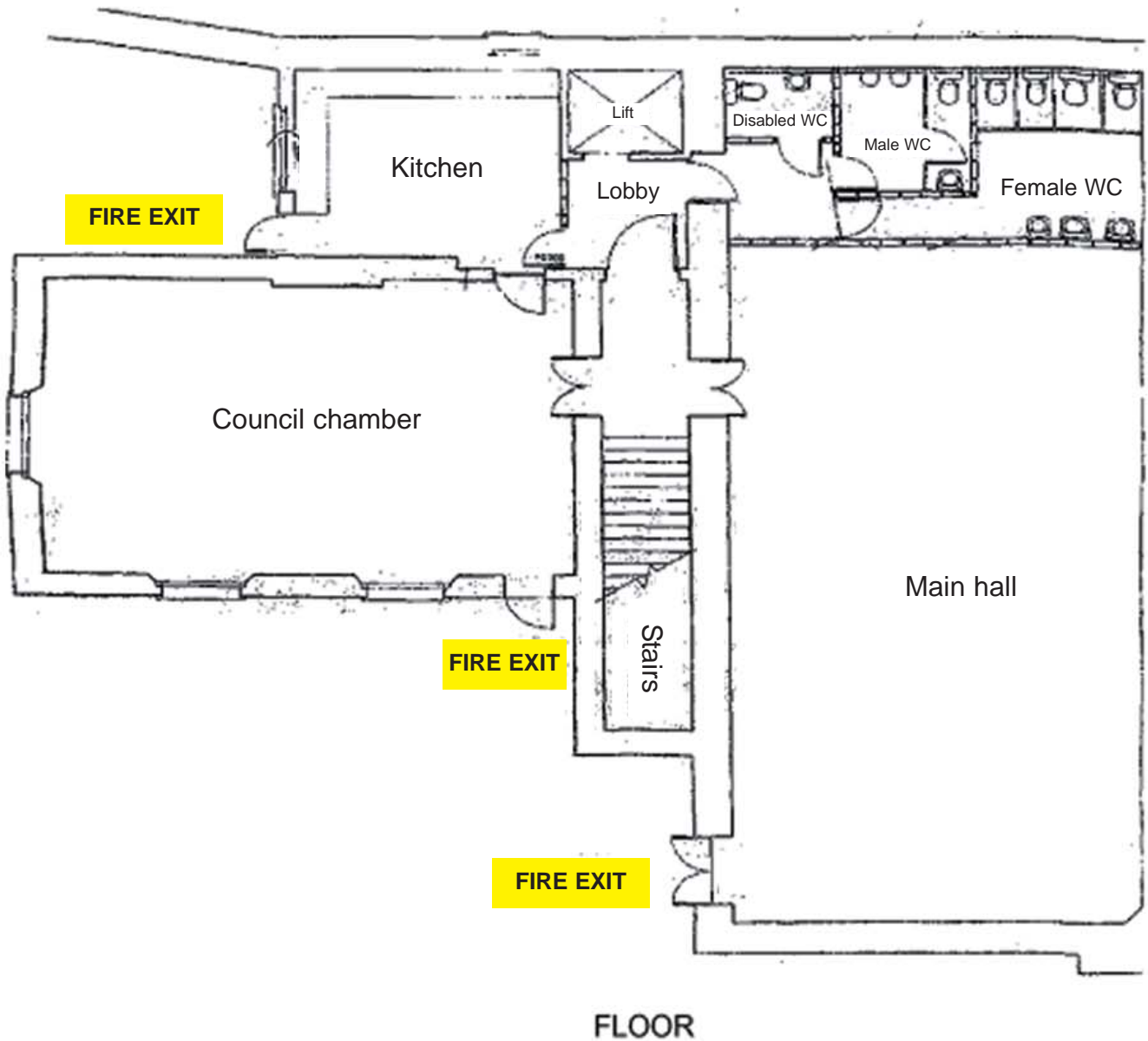
## TERMS AND CONDITIONS

- 1 Every hirer has the obligation to conduct a Health and Safety assessment for their event. It is also the responsibility of the hirer to ensure they have adequate public liability insurance cover.
- 2 All hirers must complete a booking form and return it to the Town Hall or Information Centre.
- 3 The Council reserves the right to refuse a hirer's application and such decisions are final.
- 4 The Council reserves the right to cancel a booking and upon cancellation any payments made by the hirer will be refunded.
- 5 The setting out and packing away of furniture, ie tables, chairs, shall be the responsibility of the hirer. All hirers must ensure cutlery and crockery is thoroughly cleaned after use.
- 6 Should, at any time during the hire period, damage be caused to the building, its furnishings, fittings or equipment, the hirer shall be held responsible for the cost of making good such damage.
- 7 Hirers must ensure that the building is left reasonably clean and in a tidy condition. The cost of extra cleaning required as a result of the hirer leaving the building in an unreasonable condition will be the responsibility of the hirer.
- 8 The hirer must ensure that any bottles or glasses are disposed of. There are recycling facilities at the top of the car park.
- 9 **The Town Council holds a premises licence for the sale of alcohol & entertainments which ceases at midnight on any night and the building must be vacated by 1 am.**
- 10 **For the sale of alcohol a Written Permission Notice must be obtained from the Town Council. Please ask for details and complete the form.**
- 11 **Hirers shall at all times ensure adequate supervision of functions.**
- 12 The hirer shall not assign, transfer, or sub-let the hiring without the previous written consent of the Town Council.
- 13 **NO SMOKING POLICY IN THE BUILDING.** It is the responsibility of the organiser of any event to ensure that the no smoking laws are upheld during their event.
- 14 It is the responsibility of the hirer to ensure that they are aware of the operating instructions for any item of kitchen equipment. Any damage caused by mis-handling or misuse of equipment is the responsibility of the hirer.
15. Hirers must leave the kitchen in a clean and useable condition after use. Any costs of additional cleaning to restore the kitchen to this condition shall be passed to the hirer.
16. The lift is only intended for carrying passengers and no warranty is given that it is capable of transporting items of freight or equipment. If hirers choose to use it for the carriage of light freight or equipment, they do so entirely at their own risk. In the event of damage to the lift caused by misuse the cost of rectification will be borne by the hirer.
17. If using the trolley, please ensure it is returned to the town hall.

# FIRE EXITS FROM 1st FLOOR

ALL EXITS FROM THE 1<sup>ST</sup> FLOOR ARE HIGHLIGHTED IN YELLOW.  
IN CASE OF FIRE

DO NOT USE THE LIFT



PLEASE NOTE IT IS THE RESPONSIBILITY OF EVERY ORGANISER TO ENSURE THAT  
EVERYONE IS AWARE OF THE FIRE PROCEDURE