

**CALNE TOWN COUNCIL**

Bank House, The Strand, Calne, Wiltshire, SN11 0EN
 Tel: 01249 814000 Fax: 01249 814440 Email: calne@calne.gov.uk

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APPLICATION FOR HIRE OF TOWN HALL GENERAL BOOKING FORM

Your booking is being dealt with by _____ Date ____/____/____

Your booking is being dealt with by _____ Date ____/____/____

Bookers information

Name:	
Address:	
Telephone number:	
Email:	

Responsible person on the day of the booking

Name:	
Contact telephone number: Responsible person on the day of the event ⓘ (Please nominate a responsible contact that we can liaise with on your special day to ensure that you enjoy your wedding/reception. This person must be 18 or older)	
Address:	
Email:	

Charges

Room	Charge (unless stated this will be a PH charge)	Please tick & state how many hours you wish to book your required room/package.
Corn Exchange:		
Monday to Friday	£26 ph	
Saturday	£35 ph	
Large Hall		
Monday to Friday	£30 ph	
Saturday	£40 ph	
Council chamber		
Monday to Friday	£21.50	
Saturday	28.50	
'Key's to the castle' – whole building, including kitchen & staffed bar.		
9am to Midnight Monday to Friday	£700 block charge	
9am to Midnight Saturday	£800 block charge	
5pm to Midnight Monday to Friday	£325 block charge	
5pm to Midnight Saturday	£375 block charge	

Sunday & Bank holiday charges stand at £50ph irrespective of what room is used – with the bar being charged at an additional £20ph including 2 members of well-trained bar staff.

Additional requirements

<p>Will you require the bar if not included in your package? (If not included in your package, this will accrue an additional charge, a £200 refundable deposit will also be required)</p> <p>Please note: All alcohol served on the premises must be provided by Calne Town Council; alcohol is NOT permitted on the premises from any other source. Persons found with such alcohol will be asked to surrender it and may be asked to leave the premises.</p>	
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<p>Contact Information of Caterer (if applicable): The caterer would need to supply all crockery, cutlery and food preparation equipment and have appropriate food hygiene certificates. The Hirer will be responsible to ensure that the kitchen is left as found and that all rubbish is bagged and ready for disposal. Please note the time the caterer requires access to the building for preparation will also need to be within your booking time. Kitchen use is charged at £30 for the duration of your booking, if not included in your package.</p>	
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Timings

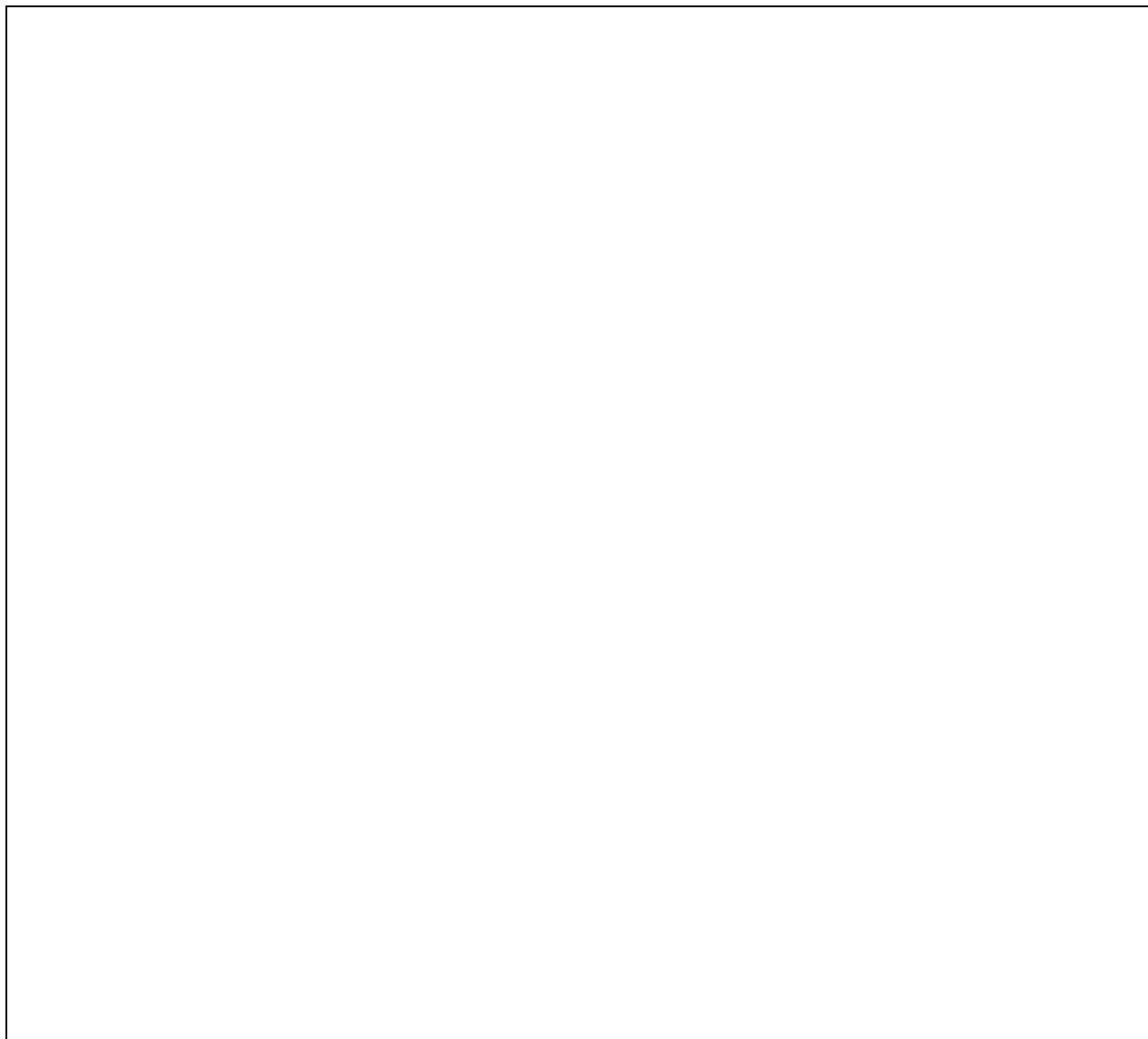
<p>Do you wish to purchase additional time before or after your event for decoration and/or cleaning? Times are to be arranged with the Event officer- this will be charged at a ph charge.</p>	
Suggested time for cleaning time the day after the event, if applicable	AM / PM
Guest Arrival Time	AM / PM
Set Up Time	AM / PM

Additional items to hire

Item & cost	Please tick if applicable (where necessary, please state quantity)
Projector screen- £25	
PA system- £15	
Discussion system- £50	
Flip chart, pad & pens- £10	
Staging- £30	
White linen table cloths- £7 per cloth	
White chair covers - £1 per cover	
LED curtain lighting- (large hall only) £30	
White 2 tiered small cake stands £3 per stand	

Room Layout

Please provide a diagram for our caretaker of how you'd like the room set out.



Bank Details for deposit return ⓘ (Please include your bank details for quick and easy return of your deposit after the event)

Name on Account:	
Bank Name:	
Account Number:	
Sort Code:	



Please read & sign the terms & conditions, thank you 😊

Terms and Conditions

I confirm that I have received and read a copy of the Conditions of Hire. I am aware that a full copy of the Premises Licence governing the operation of the building is located in the Town Hall. I will be responsible for

all conditions of hiring and for payment of the hiring charge and any necessary charges for damages or breakages. I am over 18 years of age.

Please see the general booking Terms and Conditions and sign at the bottom of this document.

Calne Town Council (April 2019) Page 7 of 9

PLEASE NOTE; WITHOUT YOUR SIGNATURE IN ACCEPTANCE, THIS APPLICATION WILL NOT BE COMPLETED.

DEPOSIT

A Holding Deposit of 50% is required for all one-off bookings and must be paid at the time of booking confirmation. Hirers will be invoiced for the balance one month before the hire date. Where a booking is made less than one month in advance the full cost of

hire must be paid at time of booking confirmation. Until a 50% deposit is made, please note your booking will only be provisional,

regardless of a completed form. Should other enquiries be made for the same day as the one you require, you will be contacted &

will need to pay your deposit within 3 working days. At this point, should no deposit be paid, your chosen day may be offered to another client and your booking will be cancelled.

A Damage Deposit of £200 will automatically be requested when the Town Hall Bar/Kitchen is booked. The Damage Deposit is fully

refundable and will only be partly or wholly retained when damage has taken place or when excessive cleaning is required following

an event. Events cannot go ahead until the Damage Deposit has been received.

The hire of the premises is permitted subject to the following conditions. These conditions include many imposed by the

Licensing Authority as part of the Premises Licence for the Town Hall and must be adhered to. The Hirer is responsible for

ensuring compliance with these conditions and is advised to consult the Caretaker for more detailed information.

GENERAL

The Hirer will be held responsible and will be charged for any Council property or articles damaged, destroyed, stolen or removed

during the period of hire.

Calne Town Council will only accept bookings from applicants over the age of 18 years.

Once your booked hours begin, it is your responsibility to ensure the Town hall is suitably manned throughout this time. Should you

need to leave the Town hall at any point, leaving it empty, please contact your liaison officer or caretaker.

As hirer, it is your responsibility to leave the building as you entered it. This includes halls, toilets & kitchens. Should anything be left

in a less than satisfactory manner, your damage deposit may be forfeited.

IMPORTANT NOTE: In cases where additional equipment /furniture is required in the rooms to be hired, for example staging, a band,

refreshment tables, projector screens etc. the numbers of people permitted will be adjusted accordingly to ensure the Town Council's

Premises Licence is not violated. Please discuss this with Town Council staff **BEFORE** the booking is made. The Hirer is responsible

for ensuring that these limits are not exceeded.

Calne Town Council reserve the right to cancel any event, without a refund of fees, where this ruling to not adhered to.

DEPOSITS & CHARGES

Regular hirers are asked to pay either in advance, at time of confirming hire dates, or will be invoiced monthly in arrears.

Payment

will be due 21 days after issue date of invoices.

All one-off bookings require a Holding Deposit of 50% s and must be paid at the time of booking confirmation. Hirers will be invoiced

for the balance one month before the hire date. Where a booking is made less than one month in advance the full cost of hire must be paid at time of booking confirmation. For Civil Ceremonies only, the full balance is required to confirm the booking. A Damage Deposit of £200 will automatically be requested when the Town Hall Bar or Kitchen is booked. The Damage Deposit is fully refundable and will only be partly or wholly retained when damage has taken place or when excessive cleaning is required following an event and as concluded by inspection of the Caretaker. Events cannot go ahead until the Damage Deposit has been received. If the Damage Deposit is not sufficient to meet the cost, the Hirer will be responsible for the balance. All breakages must be paid for. The Town Council reserves the right to increase the charges for the hiring without further notice, unless the whole charge has already been paid. It also reserves the right to amend or change bookings at its discretion.

VALUE ADDED TAX

Prices quoted are, where applicable inclusive of Value Added Tax.

CLEANING

The Hirer must ensure the room/s they have hired are left in a clean condition. All tables and chairs must be left in position on the floor; please **DO NOT STACK THE CHAIRS**, but make sure they are clean. In cases where the event finishes late at night, for example a wedding reception or birthday party, the Hirer has the option of cleaning the room/s before they leave, bearing in mind this must be within the period booked. The hirer is also responsible for ensuring that the toilets are left in a respectable manner.

PUBLIC LIABILITY INSURANCE

Bookings for professional usage will require the hirer to produce evidence of Public Liability Insurance. Bookings for private parties, weddings, baby naming ceremonies or other such events do not require this cover.

Calne Town Council (April 2019) Page 8 of 9

CANCELLATIONS

On cancellation of a hiring refunds of money paid will be made on the following scale:

More than 90 days prior **95% Refunded**

60 to 90 days prior **75% Refunded**

30 to 60 days prior **50% Refunded**

14 to 30 days prior **25% Refunded**

Less than 14 days **Nil Refund**

The above scale applies to the normal hire charges only. Failure to pay the required charge and/or damage deposit in accordance

with these terms and conditions will constitute a cancellation of the hiring by the Hirer.

INSPECTION

Hirers are advised to view the facilities in advance of the hiring, especially to ensure that they can adequately supervise the hiring in the event of an emergency.

REFUSAL OF APPLICATION

The Council reserves the right to refuse any application for hiring at its discretion and is under no obligation to give a reason for doing so.

RIGHT OF ENTRY

The Council reserves a right of entry for its Officers or other agents into the rooms hired, during the course of the hiring.

SMOKING POLICY

A policy of NO SMOKING is operated in Calne Town Hall; this includes the use of all vapour type E-cigarettes.

ALCOHOL AND CATERING

The Town Hall is a licenced premises and as such is required to comply with the Premises Licence Conditions issued by Wiltshire

Council. Use of the kitchen for preparation of food or buffets will be charged at £30. **All** alcohol served on the premises **must** be provided by Calne Town Council, alcohol is not permitted on the premises from any other outside source. Any Hirer who contravenes

these regulations will automatically forfeit their Damage Deposit, or be charged additional fees.

PUBWATCH SCHEME

Calne Town Council is a participant in the CALNE PUBWATCH scheme and abides by its rules.

SECURITY

Please note that the Hirer must ensure the building is secure during the period of hire. If persons are present to guard against unauthorised access or occupation (e.g. through door supervision), outbreaks of disorder or damage the Hirer is responsible for ensuring they have been licensed by the Security Industry Authority. Where mixed age group parties are in attendance, Calne Town

Council may require licenced security personnel to be in attendance.

ATTENDANTS / STEWARDS / PERFORMANCES

At all times when a function is in progress there shall be an adequate number of attendants on duty to assist persons entering or leaving the premises. The number of attendants should be 2 persons for each floor being used. Where the premises is being used



for activities organised wholly or mainly for children under the age of 16 there must be at least 1 attendant for every 50 children present. The Hirer is responsible for ensuring attendants are familiar with all procedures in relation to Fire and Emergency (below).

The hirer is also responsible for providing above mentioned attendants for assistance.

FIRE AND EMERGENCY

The Hirer will be responsible for ensuring the orderly evacuation of the building should an emergency arise. Emergency exits must

be kept clear at all times. The Hirer should contact the Town Council prior to the hiring to be shown the position of the emergency

exits, fire extinguishers and muster points in the event of an incident

IN AN EMERGENCY, OCCUPANTS SHOULD BE MOVED OUT OF THE BUILDING TO A POSITION OF SAFETY - THE RECOMMENDED AREA BEING THE WIDE PAVEMENT IN FRONT OF THE LANSDOWNE STRAND HOTEL AND THE LIFT MUST NOT BE USED.

WHEELCHAIR ACCESS

The Town Council provides access for disabled persons to the Town Hall. Level entry access is available at the main entrance (near

to the river bridge) and portable ramp is available for the entrance off The Strand and into the Council Chamber. The Hirer is responsible for ensuring that the portable ramp is available and put in place by the Caretaker before a public session commences

and taken in at the completion of the booking. There is a passenger lift in the rear foyer.

ADVERTISING BOARDS

Advertising boards are not to be placed beyond the immediate limits of the Town Hall. (The Police & Highways Authorities will prosecute if a breach of this condition occurs).

DECORATION

Nails or pins **MUST NOT** be inserted into the walls. Sticky tape **MUST NOT** be used to fix items to the walls. Any items attached to

the fabric of the building **MUST NOT** damage the decoration. Things such as string, wire or non-oil based tac may be used and should be fully removed at the end of the event by the hirer. Candles or any other naked flame are strictly prohibited. The Hirer will

be charged for any redecoration as a result of damage.

Calne Town Council (April 2019) Page 9 of 9

STAGE / PLAY PERFORMANCES

There are specific clauses within the Town Hall Premises Licence concerning plays and stage productions. If the hirer is intending to

use the premises for the performance of a play or stage production, please contact Calne Town Council to discuss these clauses.

HYPNOTISM

No exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952) shall be performed

unless the Licensing Authority (Wiltshire Council) has given prior approval. The Hirer shall give at least 28 days' notice to the Licensing

Authority prior to any hypnotic performance.

EXHIBITION OF FILMS

The Hirer is responsible for ensuring that the admission of children under 18 to film exhibitions is restricted in accordance with any

recommendations made by the British Board of Film Classification (BBFC).

- Only films with a BBFC classification are permitted.
- The hirer is solely responsible for ensuring that the audience are of the minimum age stipulated by the film classification.
- Box Office films with a British Board of Film Classification (BBFC) classification 18 are permitted. The hirer is responsible for ensuring the audience are over 18.
- Certificate R18 or films of a pornographic nature are not permitted.
- Information on Film classification can be obtained from the BBFC website – www.bbfc.co.uk

KISS-A-GRAMS, STRIP-A-GRAMS & ENTERTAINMENT FOR ADULT AUDIENCES

Private hirers are permitted to engage the services of adult entertainers (e.g. comedians, kiss-o-grams etc.), subject to the act being

performed to an adult audience only. The hirer is responsible for ensuring the audience is over the age of 18. Acts of an obscene or

indecent nature and any acts with forms of lewd conduct or nudity are not permitted.

SMOKE/FOG/BUBBLE MACHINES & LIGHTING EFFECTS

A smoke machine, fog or lighting effect generator shall not be used without prior approval of the Licensing Authority (Caretaker).

A

request for approval shall be in writing and shall include documentary evidence of the non-toxicity and non-flammability of the fog or smoke.

If acceptance given they should not obstruct exit routes or cause a hazard to surrounding curtains or fabrics. Warning notices should be displayed of their use & the fog/smoke produced limited, as to not prohibit access or visibility to emergency entrances/exits. Strobe

lighting should also operate at more than 5 flashes per second.

The use of bubble machines is not permitted.

CONFETTI

Confetti is not permitted to be thrown, or used as table decorations within the town hall. This includes decorative petals on the floor

or tables. Biodegradable confetti maybe used OUTSIDE only & away from the entrance/exit of the Town Hall.

CANCELLATION POLICY

In the event that you need to cancel the booking please refer to the Terms and Conditions of Hire

YOUR SIGNATURE IS A MANDATORY REQUIREMENT (without it we cannot confirm your booking)

Privacy Notice

SIGNED: _____

PRINT _____

DATE: _____

Here at Calne Town Council we take your privacy seriously and will only use your personal information to administer the town hall

bookings. If you would like us to delete the information we hold or if you have any other questions, please contact us at