



Calne Town Council



Please see the T&C's & sign at the bottom of this page- 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.

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 required to complete and sign an Application for Hire of Town Hall Rooms. Any booking will be considered as provisional, and therefore subject to cancellation by Calne Town Council until this form is completed.

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.

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 is 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% 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, or for a small fee the Town Council will provide cleaning.

PUBLIC LIABILITY INSURANCE

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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.

CANCELLATIONS

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

More than 90 days prior	95% Refunded	14 to 30 days prior	25% Refunded
60 to 90 days prior	75% Refunded	Less than 14 days	Nil Refund.
30 to 60 days prior	50% Refunded		

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 (a copy of which is displayed on the Town Hall Landing). Use of the kitchen for preparation of hot food or large 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.

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. Hirers are advised to remove all property at the end of the event. The Council cannot accept responsibility for any items left on the premises. 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).

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. Sellotape **MUST NOT** be used to fix items to the walls. Any items attached to the fabric of the building **MUST NOT** damage the decoration. Candles or any other naked flame are strictly prohibited. The Hirer will be charged for any redecoration as a result of damage.

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.

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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.

SPECIAL LIGHTING EFFECTS

The Hirer shall obtain permission from the Licensing Authority (Caretaker) prior to using strobe lighting effects, lasers and smoke machines.

If permission is granted, strobe lights in any area shall not operate at more than 5 flashes per second. Warning notices shall be displayed informing customers that strobe lighting is in use.

The use of lasers shall comply with current guidelines.

SMOKE MACHINES

A smoke machine or fog 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.

Smoke machines and fog generators shall be sited and controlled so that they do not obstruct exit routes or cause a hazard to surrounding curtains or fabrics. The volume of smoke and/or fog shall be limited so that it does not seriously affect the means of escape or obscure escape route signs. Warning notices shall be displayed stating that fog or smoke is used as part of the effects on the premises.

BUBBLE MACHINES

The use of bubble machines is not permitted, the bubble liquid renders the floors very slippery and a serious hazard, and in addition it can affect the floor surfacing and damage wood panelling, paintings and their frames.

NAKED FLAMES

No naked flame (including candles) or pyrotechnics shall be used in the premises.

PUBWATCH SCHEME

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

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 may be 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

SIGNED: _____ PRINT _____ DATE: _____
YOUR SIGNATURE IS A MANDATORY REQUIREMENT, (without it we cannot confirm your booking).

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Privacy Notice

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 calne@calne.gov.uk or 01249 814000.