

**APPLICATION FORM FOR HIRE OF THE MARGARET DAY ROOM,
MILLENNIUM COURT**

NAME: (Block Capitals)..... TEL: No:.....

ADDRESS:.....

ORGANISATION/EVENT:.....

I would like to hire: **THE COMMUNITY ROOM, THE BARN, MILLENNIUM COURT**

DATE OF HIRE:.....

TIME OF HIRE FROM.....TO.....

Precise times of opening to be submitted to the keyholder. Times of hire:

Mon – Thurs 9.00.a.m. – 10.30.p.m.

Fri – Sat 9.00a.m. – 11p.m.

N.B. failure to adhere to the times quoted here will result in a surcharge of £30 per hour plus staff overtime in respect of attendance at the Community Room outside the given time.

PLEASE INDICATE IF YOU REQUIRE ANY OF THE FOLLOWING (Delete where appropriate)

There are 50 chairs & 6 tables available on site.

All tables and chairs to be stacked away. All crockery etc, to be left in a clean condition.

Will intoxicating liquor be served? YES/NO

Please note that the Town Council will allow light refreshments (food and drink) but ask you to note sale of liquor is prohibited and that the facility is a non-smoking venue.

I confirm that I have / have not got the requisite Public Liability Insurance. (A copy of the document must accompany this application.)

I have read the conditions governing the use of the Community Room, and agree to be bound by such conditions.

I enclose herewith my remittance for £..... (No deposits accepted). Plus £..... being payment of premium for Public Liability Insurance.

Yours faithfully

.....(Usual signature)

This form should be returned with the appropriate remittance made **payable to: Henley-on-Thames Town Council. Do you require a receipt? YES/NO**

Henley-on-Thames Town Council
Town Hall
Market Place
Henley-on-Thames
Oxon, RG9 2AQ

Tel: (01491) 576982

All enquiries to the above address.

FOR OFFICE USE ONLY

Booking Received:.....

Total:.....

Date Paid:.....

Receipt No:.....

Free Hire Approved:.....

Public Liability Insurance:.....

**CONDITIONS FOR HIRE OF THE MARGARET DAY ROOM, THE BARN,
MILLENNIUM COURT**

- 1 The scale of charges and hours of letting of the Community Room are set out as attached.
- 2 The letting charges become payable at the time of booking and the appropriate fees should be forwarded with this application. NOTE – that without payment no hire can proceed
- 3 NO PROVISIONAL BOOKING WILL BE HELD MORE THAN 72 HOURS.
- 4 Hirers are requested to ensure a presence at all times within the hire facility for the period of hire.
- 5 The Council reserve the right to refuse admission to any individual.
- 6 i) The historic nature of the building necessarily presents limitations on its use and the following points must be advised to those organising and attending the event booked.
there is no ramp or lift
 - the **no smoking** instruction must be strictly observed
 - care must be taken with low wooden beams /uneven floors /original nails and wooden structures

The Town Council emphasises the need for the hirer to take sole responsibility for informing all those concerned and accepts no liability hereto nor for any accidents / damages in default of such responsibility.
- ii) Applications for use of the Community Room will be addressed upon application and will normally encompass bookings such as meetings / arts and crafts displays
- 7 No nail, hook, screw or other thing driven into the walls, ceiling, floor or other parts of the building, furniture, or fittings, and no flag, decorations, additional lights, or electrical equipment of any kind shall be used in any part of the building without the express permission of the Town Clerk (and only electrical equipment with proven test certificate shall be considered). The use of sellotape/ blue tack or like substance is prohibited.
- 8 The hirers shall be responsible for orderly conduct at the said function and for any damage to the room or any fixture or fittings thereto or to the furniture of equipment therein whilst any said functions are in progress and further to carry out the directions of the Town Sergeant or member of Council Staff on duty.
- 9 Hirers shall not use the room or building or any part thereof for the delivery of any lecture in which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright, and the hirer or hirers shall indemnify the Council against all sums of money which the Council may have to pay by reason of any infringement of copyright occurring during the period of occupation.
- 10 The Council reserve the right for their Officials to enter any part of the premises at any time.
- 11 All bookings for the Community Room are accepted on the express understanding that the Council reserve the full right and liberty at any time to cancel such booking without notice, in which event the booking fee will be refunded. The Council do not hold themselves responsible for the loss incurred by a hirer in the event of their exercising such option and any letting is on this express understanding.

- 12 It is a condition of letting the Community Room - FOR ANY EVENT -
- a that the seating be restricted to a maximum of 50 persons.
 - b that the room and the building constitute a **NO SMOKING** area.
- 13 The Council reserve the right to cancel any booking in the Community Room if it comes to their knowledge that the hirer has used unauthorised 'flyposting' to advertise any event or otherwise contravened the bye-law on this matter.
- 14 Organisers of functions are responsible for the clearing of all refuse etc. from the room at the finish of all events as no dustbins are provided owing to the fire officer's regulations that the exits are to be kept clear at all times
- 15 Attention is drawn to the time clause. A fee will be charged for any time which necessitates the Town Sergeant or member of Council Staff being detained on the premises due to functions not being finished by the specified time.
16. **INSURANCE:** Please note that the Town Council does not provide public liability cover for functions within the Community Room, except those organised by itself. If you need to obtain public liability cover you may approach your own insurance broker and the Council will require written evidence of cover, or the Town Council will arrange such cover at an approximate charge of 10% of the booking fee.
- 17 **MOST IMPORTANT - FIRE REGULATIONS**
- a Hirers must before commencement of any function familiarise themselves with the position of, fire exits, fire extinguishers and most importantly - fire alarm bells.
 - b Hirers should read the instructions concerning the evacuation of the building in the event of a fire and ensure that adequate provision is made for the evacuation of the disabled in case of fire or power failure.
 - c There shall be on duty, the whole time that members of the public are present, a staff of at least 2 competent adult attendants who shall have been instructed as to their duties in the event of fire or panic.
 - d A responsible person aged over 18 shall be in charge of any event and must be on duty at all times when the public are on the premises. The name of this person or representative, must be submitted at the time of the booking. He or she will then receive a letter of authorisation and nomination as the person responsible for the general supervision of the event and will be responsible for ensuring that the Town Sergeant or his deputy is advised that the event is finished and he/she will await his arrival and not leave the premises unattended.
18. **ACCESS**
- Access will be via the Kings Road car park entrance at all times.

OXFORDSHIRE FIRE SERVICE

FIRE INSTRUCTIONS - PLACES OF ENTERTAINMENT

FIRE NOTICE

ACTION IN CASE OF FIRE

1. If you discover a fire or one is reported to you, you should:

Operate the Fire Alarms by breaking the glass.

EVACUATE THE PREMISES

This may be accomplished verbally or by public address, where appropriate.

Every effort should be made to avoid alarming the public and thereby causing panic.

Attendants should go to the available exits and usher persons from the premises in an orderly fashion.

The assembly point for the building is at:

Courtyard, Millennium Court, Market Place

- 2 The LICENSEE or authorised deputy is responsible for ensuring that the FIRE SERVICE IS CALLED immediately on the report of suspicion of an outbreak of fire.

CALL THE FIRE SERVICE FROM THE EXCHANGE TELEPHONE AT

Public Call Box in Market Place

Use the emergency procedure as displayed at the telephone.

Give the Operator the number of the telephone and ask for FIRE.

When the Fire Service replies give the call distinctly -

**“FIRE AT COMMUNITY ROOM, MILLENNIUM COURT, MARKET PLACE,
HENLEY ON THAMES”**

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE SERVICE.

GENERAL INSTRUCTIONS

3. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
4. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire and that such means of escape are unobstructed and easily openable from within.
5. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher or hose-reel, you should also be familiar with how to use them.

HENLEY-ON-THAMES TOWN COUNCIL

HIRE OF THE MARGARET DAY ROOM, MILLENNIUM COURT

APRIL 2010– MARCH 2011

MONDAY – THURSDAY

COMMUNITY ROOM Per Hour

Residents	£12.60
Residents Commercial/Non Residents	£31.50

FRIDAY – SATURDAY

Residents	£17.85
Residents Commercial/Non Residents	£35.70

Please could hirers note the following points:-

1. **Refunds:** In the case of cancellation 50% only of the fee paid will be refunded.
2. All Hirers must have **Public Liability Insurance** (written proof must be shown). If cover is not in place a 10% charge will need to be added to the hire charge.
3. Please note that the booking must be received at least 48 hours prior to the time of hire.
4. Full hire fee is required at time of booking.
5. The Hirer should be on site at all times.
6. A deposit of £250 may be required for certain functions

CLEARANCE OF LITTER AND REFUSE

ORGANISERS OF FUNCTIONS ARE RESPONSIBLE FOR THE CLEARING OF ALL REFUSE ETC., FROM HALL AT THE FINISH OF ALL EVENTS, AS NO DUSTBINS ARE PROVIDED OWING TO THE FIRE OFFICER'S REGULATIONS THAT THE REAR EXITS ARE TO BE KEPT CLEAR AT ALL TIMES.