

HENLEY-ON-THAMES TOWN COUNCIL

SCALE OF CHARGES FOR HIRING THE OLD FIRE STATION GALLERY

FROM 1 APRIL 2010 - 31 MARCH 2011

Local organisations / users
i.e. those on the electoral register
For Henley-on-Thames £265.00 Per Week

Hirers outside of the town £285.00 Per Week

All hirers must have Public Liability Insurance. If you have the requisite PLI, a copy of the document must accompany the application form. If cover is not in place a 10% charge will be added to the hire charge.

Payment must be made in full at the time of booking.

Cancellations to be notified at least 8 weeks prior to exhibition and if it is not possible to re-let the facility a cancellation fee of 50% of total hire must be paid.

Cheques to be made payable to: **Henley-on-Thames Town Council** and returned to:-

Henley Information Centre
Council Offices
Town Hall
Market Place
Henley-on-Thames
Oxon RG9 2AQ

PLEASE BE ADVISED THAT VEHICLE WHEEL CLAMPING IS IN OPERATION IN UPPER MARKET PLACE. LOADING & UNLOADING CAN ONLY BE DONE FOR A SHORT TIME FROM DIRECTLY IN FRONT OF THE DOORS. THERE IS NO PARKING AVAILABLE AT THE REAR OF THE BUILDING.

HENLEY OLD FIRE STATION GALLERY – CONDITIONS OF USE

As a hirer of the above facility you will have read the conditions of hire and in particular your attention is drawn to the following points:-

- i) The key must be collected from the Town Hall and a deposit of £10 must be paid. This will be given back on return of the key. To open the Exhibition Centre door, turn the key to the right and push door inwards. The Exhibition Centre is an old building and has very heavy doors. We would advise a minimum of two people available to open and close them.
- ii) The exhibition should open at 10:00 am each day in order to ensure continuity for all those who visit the Exhibition Centre throughout the year.
- iii) Any queries / reports of damage must be reported to the Council Offices in order to ensure quick remedial action is taken if required.
- iv) You must leave the Centre in a clean and tidy condition at the end of your hire.
- v) Exhibits sold should be replaced with another exhibit - no flyposting

Please be advised that all hirers should vacate the building by 6 pm on the last day of hire.

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OLD FIRE STATION GALLERY - CONDITIONS OF HIRE

1. A provisional booking will only be held for 72 hours at the end of which time the full payment must be made and forwarded to The One Stop Shop with the Booking Form.
2. Potential hirers must be prepared to submit photographic examples of the work to be exhibited.
3. Advertising on the outside of the Exhibition Centre building is prohibited. If a hirer uses unauthorised flyposting elsewhere e.g. adjacent residential property; street furniture; other properties - the Council will cancel the booking and will not accept future bookings. One poster not exceeding 14"x 20" is allowed on the inside
4. The hire period must include for setting up and removal of exhibits and will operate from Sunday to Saturday. Hire is for use of the main gallery; small side room, kitchen and WC and includes heating and lighting.
5. Exhibits may be displayed using chains or tables provided. Chains must not be removed from the Centre. **No other fixtures or fittings may be used unless first authorised by the Council.**
6. The Council insures the fabric of the building and claims by third parties but hirers are wholly responsible for adequate insurance cover for their exhibits and for any damage, which may occur to the building as a result of the hire.
The Council does not accept responsibility for loss or damage to Exhibitor's property.
7. Council staff will be available for routine maintenance, i.e. changing light bulbs, etc. Please contact the Town Hall should you require assistance. **Please do not touch the gas boiler or heating controls. Seek advice from the Town Hall.** Hirers are responsible for leaving the Centre in a clean and tidy condition on the day they finish and all rubbish should be taken away - black rubbish bags are provided.
8. Hirer must provide an attendant in the Exhibition Centre whilst the facility is open to the public.
9. The exhibition must remain intact for the whole period of the exhibition.
Exhibits sold must be replaced with another exhibit.
10. The Council reserves the right for its officials to enter any part of the premises at any time.
11. The Council does not allow entrance fees to be charged to those visiting the Exhibition Centre nor must voluntary contributions be solicited towards hire.
12. INSURANCE: Please note that the Town Council does not provide public liability cover for exhibitors in the Exhibition Centre, 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 a charge of 10% of the booking fee.
13. **NO SMOKING IS ALLOWED IN THE GALLERY**

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APPLICATION FORM FOR HIRE OF THE OLD FIRE STATION GALLERY

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

ADDRESS:.....

ORGANISATION REPRESENTED BY APPLICANT:.....
(If applicable)

TITLE OF EXHIBITION:.....

DATES - to include setting up and dismantling days.

From THURSDAY..... To: WEDNESDAY.....

NAMES OF ALL EXHIBITORS:.....

I have read the conditions governing the hire of the Old Fire Station Gallery, and agree to be bound by such conditions.

I enclose herewith my remittance for £.....

..... (Usual signature)

This form should be returned with the appropriate remittance made **payable to: Henley-on-Thames Town Council.**

Henley Information Centre
Council Offices
Town Hall
Market Place
Henley-On-Thames
Oxon
RG9 2AQ
All enquiries to the above address

ADMINISTRATION

Payment and Booking Form Received on.....
Public Liability details supplied on;.....
Public Liability payment received on:.....

Receipt Number:.....

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OXFORDSHIRE FIRE SERVICE

FIRE INSTRUCTIONS - PLACES OF ENTERTAINMENT

FIRE NOTICE OLD FIRE STATION GALLERY

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:

UPPER MARKET PLACE CAR PARK, MARKET PLACE.

2. The HIRER or designated responsible Fire Officer is responsible for ensuring that the FIRE SERVICE IS CALLED immediately on the report of suspicion of an outbreak of fire.

CALL 999 AND ASK TO SPEAK TO THE FIRE SERVICE

When the Fire Service replies give the call distinctly -

“FIRE AT OLD FIRE STATION GALLERY, MARKET PLACE, HENLEY ON THAMES, RG9 2AG”

DO NOT HANG UP 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, you should also be familiar with how to use them.

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