

DATE:.....

**APPLICATION FORM FOR HIRE OF THE TOWN HALL**

NAME: (Block Capitals)..... TEL.....

ADDRESS:.....

ORGANISATION/EVENT:.....

I would like to hire: **LARGE HALL / COMMITTEE ROOM / COUNCIL CHAMBER\***  
\*(Delete where not required)

DATE OF HIRE:.....

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

(NOT BEFORE 9.00.A.M.)

**Precise times of opening and closing to be submitted to the key holder prior to booking confirmation**

**N.B. failure to adhere to the times quoted here will result in a surcharge at the night-time rate for each part of the hour over the booked time. Delays after 1am will be surcharged £50 per 15 minute or part, plus a forfeit of all deposit monies.**

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

Tables & Chairs (25 tables subject to availability)

Kitchen on Mezzanine level: YES/NO If yes, please note there is a charge of £12.50

P.A. System: YES/NO

Cups & saucers x 50: YES/NO If yes, please note there is a charge of £15.00.

**All tables and chairs to be stacked away. All crockery etc, to be left in a clean condition otherwise a charge will be made.**

Will you be providing alcohol YES/NO If yes, please note there is a charge of £2.00.

**N.B. YOU ARE RESPONSIBLE FOR COMPLIANCE WITH THE LICENCING ACT 2003 in relation to supply of alcohol and late night refreshments. You must comply with the Council's licence in relation to regulated entertainment. Licensing matters are dealt with by Environmental Health, South Oxfordshire District Council 01491 823209 or by e-mail [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk). You must submit a copy of your licence to the One Stop Shop before the event.**

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

**I have read the conditions governing the use of the Town Hall, and agree to be bound by such conditions.**

**I enclose herewith my remittance for £..... (payment required in full). Plus £..... being payment of premium for Public Liability Insurance.**

Yours faithfully

.....(Usual signature) for and on behalf of .....

I am the named person responsible for the event booked and I have read the conditions. I understand and agree to comply with the booking conditions and will be present throughout the event.

**Please supply contact details if different from above.**

**BOOKING IS PROVISIONAL UNTIL WRITTEN CONFIRMATION IS RECEIVED**

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

Henley-on-Thames Town Council  
Town Hall  
Market Place  
Henley-on-Thames, Oxon, RG9 2AQ  
Tel. (01491) 576982  
Enquiries to the above address

**FOR OFFICE USE ONLY**  
Booking received.....  
Total.....  
Date Paid..... Receipt No.....  
Free Hire Approved.....  
Public Liability Insurance Yes/No

## CONDITIONS FOR HIRE OF TOWN HALL

- 1 The scale of charges and hours of letting of the Town Hall are set out as attached. A deposit of £250, in addition to the full booking fee (non refundable should there be any damage/ additional cleaning/ breach of terms and conditions fire, health and safety rules, ie candles, smoking, blocking of fire exits) will be required, including free use hire for late night (after 10 pm) bookings.
- 2 The letting charges become payable at the time of booking and the appropriate fees should be forwarded with this application.
- 3 NO PROVISIONAL BOOKING WILL BE HELD MORE THAN 72 HOURS. A MINIMUM OF 48 HOURS NOTICE IS REQUIRED FOR ANY BOOKING.
- 4 The Hirer is responsible for ensuring no unauthorised entry to the Town Hall. Hirers of Large Hall (and other rooms if specifically required) must ensure a suitable presence at all times on the front door and within the hire facility for the period of hire. If the function includes music the Hirer is responsible for providing their own professional doormen / security as registered with SIA. **A copy of relevant document required with booking.**
- 5 The Council reserve the right to refuse admission to any individual or organisation.
- 6 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 written permission of the Town Sergeant. No candles or any other ignited flame, with the exception of one birthday celebration cake. Prior written consent of Town Sergeant required. The use of sellotape and blue tac is prohibited. Boards for signs are available from the Town Sergeant.
- 7 The Hirers shall be responsible for orderly conduct of the function, any guests and for any damage to the hall or rooms or any fixture or fittings, furniture or equipment whatsoever. The Hirer is to ensure that all guests carry out the instructions of the Town Council Staff. The Council will charge for any loss or damage to its property.
- 8 Hirers shall not use any room or building or any part thereof for the performance of dramatic or musical work or for the delivery of any lecture in which copyright or other licensing issues exist without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright, or other licensing issues, 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 or other such licensing matters occurring during the period of occupation.
- 9 The Council reserve the right for their staff or representatives to enter any part of the premises at any time during the hire period.
- 10 Where decorations are permitted the hirer must ensure that such decorations etc are removed immediately following each function and within hire time. The Hirer must ensure sufficient time is booked for clearance and to avoid interference with the use of the accommodation by subsequent hirers.
- 11 All persons using the dance floor must have suitable footwear and any damage to the floor by failure to comply with these conditions will be charged to the responsible party.

12 All bookings for the Town Hall or any accommodation therein 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, and any deposit paid, only 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.

13 The following conditions apply for letting all the rooms - FOR ANY AND ALL EVENTS

The Large Hall

- a. Seating is restricted to a maximum of 210 persons – no catering
- b. Seating is restricted to a maximum of 170 – with catering
- c. Standing room is restricted to a maximum of 210 persons.

The Council Chamber

- a. Seating is restricted to a maximum of 70 persons
- b. Standing room is restricted to a maximum of 75 persons.

The Committee Room (meeting configuration only)

- a. Seating is restricted to a maximum of 18 persons.
- b. Standing room is restricted to 24 persons.

14 The Hirers shall be responsible for providing cloakroom attendants and for the cloakroom.

15 The Council reserve the right to cancel any booking in the Town Hall if it comes to their knowledge that the Hirer has used unauthorised ‘flyposting’ to advertise any event or otherwise contravened any other law, or regulation and retains the right to retain the booking fee.

16 Hirers of functions are responsible for the clearing and lawful disposal of all refuse etc. from the Town Hall at the finish of all events. No dustbins are provided. The Council will charge and/or deduct from any deposit any costs incurred in clearing up or disposal of rubbish not undertaken by the Hirer to the satisfaction of the Council.

17 Fire safety requires that the rear exits are to be kept clear at all times. Hirers of the mezzanine kitchen must leave all equipment and the area in a clean condition. No additional electric or gas equipment can be brought in without the express permission of the Town Clerk and a full risk assessment is required.

18 Attention is drawn to the time clause on the face of the booking form.

19 Please discuss requirements for disabled access with the Town Sergeant prior to confirming your booking. Should it be known that any disabled person will be seeking entry to any function please advise at the time of booking so that the lift may be made available. The Hirer will be responsible for ensuring adequate evacuation procedures for their disabled guests in the event of a fire or similar evacuation. This lift will not be available.

20 INSURANCE: Please note that the Town Council does not provide public liability cover for functions within the Town Hall, 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.

21 No advertising is allowed within curtilage of the Town Hall and surrounding pavement, with the exception of one ‘A’ Board, sign content having previously been agreed with the Town Sergeant, and not to be erected outside of the hire time.

22 The Hirer is responsible for ensuring no admittance / re-admittance to any function / event open to the public after 10.30pm

23 REFUND In the case of cancellation by the Hirer up to 50% of the fee paid will be refunded at the sole discretion of the Town Council.

## 22 **MOST IMPORTANT - FIRE REGULATIONS**

- a. Hirers must, before commencement of any function, familiarise themselves with the position and operation of fire instructions, fire exits, fire extinguishers and 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 all guests including those with special needs in case of fire or power failure.
- c. The Hirer shall provide and ensure that they are on duty, for the whole time that guests and members of the public, are present, at least four competent adult attendants who 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 during the hire period. 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.
- e. The Hirer shall designate a responsible person over the age of 18 to be the responsible fire officer. The responsible fire officer is required to have sufficient capacity at all times during the function to exercise their responsibilities for the safety of the building and safe evacuation in event of a fire or similar event.
- f. At all times the back stairs and landing areas must be kept clear. Failure to do so will result in loss of deposit.
- g. It is a condition of letting the Council Chamber that NO SMOKING is allowed within the Town Hall premises including the front steps and apron. Failure to comply with this may result in loss of deposit.

## 23 **CONDITION OF HIRE RE: NOISE LEVELS**

- a. Noise levels at any functions **MUST NOT** , after 11:00 pm, be clearly audible to residential properties within the vicinity. The decision of Town Council Staff present at the function will be final on interpretation of this matter.
- b. It is responsibility of the Hirer to ensure that, prior to 11:00pm noise levels eg music / performances etc, should be of a reasonable level so as not to infringe on local residents.
- c. **ALL MUSIC/ PERFORMANCE MUST CEASE BY 12.00 Midnight**
- d. As the requirement to ensure that noise levels do not disturb those in the vicinity is contained in legislation, failure to comply could result in a visit from the

Environmental Health Department, followed by a prosecution against the owner of the property (The Town Council) and a substantial fine. The Hirer will indemnify the Council against any fine, court or other costs arising from a prosecution against the Council which can be reasonably attributed in full or in part to the action/inaction of the Hirer.

- e. The Town Council places great emphasis on the Hirer's responsibilities in this matter and if you have a request from Council Staff to reduce noise levels you must do so immediately. If the request is not acceded to immediately you will be asked to terminate your hire and police assistance may be called upon if required.

Please ensure that you have the capability to control noise levels at your function. You are responsible for any noise issues.

<p>The Town Council reserves the right to cancel without notice. The application and interpretation of these conditions is delegated by the Council to the Town Clerk, who gives operational responsibility to the Town Sergeant and deputy. The Town Clerk reserves the right to vary without notice and of these conditions in the interest of health and safety, compliance with law or any other urgent matter.</p>
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**SCALE OF CHARGES FOR HIRING TOWN HALL FROM APRIL 2010 TO MARCH 2011  
TOTAL FEES TO BE RECEIVED AT LEAST 1 WEEK PRIOR TO THE DATE OF HIRE**

LARGE HALL	Monday to Thursday	2010/11		Friday to Saturday	2010/11		
		per hour Day 0900- 1700	per hour Eve 1700- 2300		per hour Day 0900- 1700	per hour Eve 1700- 0000	per hour Night 0000- 0100
Residents		£13.65	£18.90		£23.10	£33.60	£73.50
Commercial		£33.60	£38.85		£38.85	£49.35	£94.50
COUNCIL CHAMBER	Monday to Thursday			Friday to Saturday			
Residents		£13.65	£18.90		£23.10	£33.60	£73.50
Commercial		£33.60	£38.85		£38.85	£49.35	£94.50
COMMITTEE ROOM	Monday to Thursday			Friday to Saturday			
Residents		£10.50	£16.80		£14.70	£26.25	£45.15
Commercial		£18.90	£24.15		£26.25	£36.75	£57.75

**All Friday and Saturday evening functions are required to have a site meeting with the Town Sergeant prior to the function taking place.**

Functions held on Fridays and Saturdays in the Large Hall **MUST CEASE** at midnight.

A charge of the night rate will be charged where occupancy continues after the agreed booking times. Occupancy post 1.00am will additionally incur a charge of £50 per 15 minutes or part thereof and additionally forfeit any deposit.

**REMINDER**

1. The Town Hall is a **No Smoking** venue and any abuse of the rules will cease function immediately.
2. If at any time during the function, drugs are found to be in use – the function will cease immediately and the Hirer will never be allowed to hire the facility again.
3. All Hirers must have **Public Liability Insurance**, If cover is not in place a 10% charge will need to be added to the hire charge.
4. **Clearance of litter and refuse** Hirers are responsible for the clearing and removal of all refuse etc from the Town Hall at the finish of events. The rear exists are to be kept clear at all times for the purpose of fire safety
5. The Hirer is fully responsible for the health and safety (including fire safety) of their guests and control of entry into the premises during the hire period.
6. Hirer to maintain a presence on the front door.
7. **All hirers must vacate the premises at the time specified on their booking form.**

# **OXFORDSHIRE FIRE SERVICE**

## **FIRE INSTRUCTIONS - PLACES OF ENTERTAINMENT**

### **FIRE NOTICE TOWN HALL MARKET PLACE**

#### **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:

#### **FALAISE SQUARE, 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 TOWN HALL, MARKET PLACE, HENLEY ON THAMES, RG9 2AQ”**

**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.