



Tewkesbury Town Council

For Office Use Only	
Date of receipt	
Deposit Paid	
Invoice No	
Surety Deposit Received	
Copy of Insurance Attached	

Tewkesbury Town Hall & George Watson Hall Application Form

(Please complete in block capitals)

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>		
Full Name			
Company/Organisation			
Address 1			
Address 2			
Town			
County			
Postcode			
Telephone No.	Home:		Mobile:
Email			
Application For The Hire Of (please tick)	Town Hall <input type="checkbox"/> High Street Tewkesbury GL20 5AL		Watson Hall <input type="checkbox"/> 65 Barton Street Tewkesbury GL20 5PX

Purpose Of Hire / Type Of Event:			
Estimated number attending		No of chairs required:	No of tables required:
Date of Event		Time	From: To:
Bar <i>(Watson Hall only, if applicable)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Bar open at:	Bar closes at:
Event Organiser	Name:		Contact No.:

Town Hall:	Hourly rate:	Inc VAT	Watson Hall:	Hourly rate:
Corn Exchange Weekdays	£8	<input type="checkbox"/> £9.60	Main Hall Weekdays	<input type="checkbox"/> £17.50
Corn Exchange Weekends	£16	<input type="checkbox"/> £19.20	Main Hall Weekends	<input type="checkbox"/> £25.00
Commercial Rate Weekdays	£12	<input type="checkbox"/> £14.40	Commercial Rate Weekdays	<input type="checkbox"/> £21.00
Commercial Rate Weekends	£20	<input type="checkbox"/> £24.00	Commercial Rate Weekends	<input type="checkbox"/> £35.00
Mayor's Parlour	£8	<input type="checkbox"/> £9.60	All Day Weekdays	<input type="checkbox"/> £122.50
Council Chamber/Court Room/Town Hall Gardens	Price on application		All Day Weekends	<input type="checkbox"/> £175.00
Kitchen Facilities: Electric Kettle <input type="checkbox"/> / Microwave Oven <input type="checkbox"/> / Water Heater <input type="checkbox"/>			Tudor Room	<input type="checkbox"/> £10.00
			Kitchen	<input type="checkbox"/> £15.00 one off payment
			Tudor Bar	<input type="checkbox"/> £20.00 one off payment

Residents within the parish of Tewkesbury Town receive a 20% discount on private bookings upon confirmation of address.

Date of completion:	
Your signature:	

Please return this completed and signed application form, along with a 25% non-refundable deposit, to confirm your booking. The final balance is due no later than 2 weeks before the function date. An invoice will be sent in advance of this as a reminder for payment. Payment can be made by BACS transfer (Account No.: 03031583 / Sort Code: 30.91.87) or cheque (cheques should be made payable to: 'Tewkesbury Town Council') clearly stating your invoice number and Hirers name.

TEWKESBURY TOWN HALL AND GEORGE WATSON MEMORIAL HALL - HIRE APPLICATION AND CONTRACT

CONFIRMATION OF BOOKING

No Booking will be deemed confirmed until Tewkesbury Town Council (herein referred to the Council) has received:

- A completed and signed Application form from the client.
- A 25% non-refundable deposit by those organisations that do not have a regular booking agreement with the Council and/or for bookings over 6 months in advance. The non-refundable deposit received with the application form will be deducted from the final invoice.
- £200 surety cheque for Social Events. The surety cheque for the amount of £200 will be returned if the Hall is left in a reasonable clean and undamaged condition.

TERMS AND CONDITIONS OF HIRE

- The Hirer hereby makes application for the hire of the Town Hall/Watson Hall (herein referred to the Hall) on the dates and times overleaf and for the purposes set out on the application form. In the event of this application being granted the hirer will undertake to pay the final balance no later than **TWO** weeks before the function date.
- The Hirer agrees to pay all invoices within 30 days of issue. The Council reserve the right to cancel any future bookings if invoices are not paid within this time frame.
- No booking will be confirmed unless the completed and signed application form, along with a 25% non-refundable deposit and a £200 surety cheque (for social events) has been returned, by mail or hand to Tewkesbury Town Council, Town Hall, High Street, Tewkesbury GL20 5AL.
- The Hirer will comply with the provisions of the Licensing Act and have read and will comply with the following Terms & Conditions and any supplementary regulations issued.
- Bookings are not taken more than one year in advance. Multiple bookings for a date one year in advance will be decided by lot.
- The person by whom the application form is signed shall be considered the Hirer. Where a promoting organisation is named, then that organisation shall also be considered the Hirer and shall jointly and individually be liable with the person who signed the form.
- The fly-posting of advertisements is illegal.
- Smoking in Public Buildings is illegal and is not permitted anywhere in the Hall. The possession / taking of illegal substances is illegal and not permitted anywhere on site.
- The Council reserves the right to amend or alter the hire or other changes including cancellation within a reasonable timeframe, at its discretion.
- Hirers of the premises shall comply with the Safety Regulations for the Hall (as detailed below).

CANCELLATION

If a confirmed booking is cancelled by the Hirer, **FOR WHATEVER REASON**, then in addition to the non-returnable deposit, the Hirer will be charged a percentage of the Hall hire charge, (unless the Hall can be rehired) as shown below:

<u>To date of Function</u>	<u>Percentage of Hall Hire Charge</u>
Within 2 months	50%
Within 1 months	100%

- Cancellations will only be accepted if confirmed either by letter or by e-mail to the Council.
- The Council reserves the right to refuse applications for bookings or to cancel bookings if the Council, at its discretion, considers the event likely to be prejudicial or detrimental to the Hall and the Council will not be liable for any expenses incurred by hirers due to cancellation.

HIRERS LIABILITY

- A 10% surcharge will be made subject to a minimum of £5.00 to cover Hirer's liability where the hirer does not have insurance cover for the event.
- Proof of insurance is to be provided before the booking is confirmed.

BOOKING TIMES / ALL DAY BOOKINGS

- The Hirer must ensure that all music and dancing finishes by 11.30pm on Mondays to Saturdays (or later at the discretion of the Council).
- An all-day booking finishes at 12 midnight by which time the Hall is to be vacated (or later at the discretion of the Council).

CATERING ARRANGEMENTS

- Organisers are free to make their own catering arrangements. Waste to be disposed of responsibly and contamination of recycling receptacles may lead to a forfeit of the deposit.
- The Council requests that where possible, users do not use single use plastic items; such as bottles, cups, cutlery and drinking straws.

ALCOHOL CONSUMPTION & BAR FACILITIES

- No drinks may be brought onto the premises unless otherwise agreed with the Licensee.
- On request a licensed, cash bar will be provided.
- The Council reserves the right to refuse bar facilities if it considers it inappropriate for the nature of the event.
- Drinking in the Courtyard at the front of the Hall is not permitted.
- Where a bar is provided it shall be available until 11.30pm and the Hall is to be vacated by midnight (or later at the discretion of the Council).
- You must ensure that the regulations forbidding the bringing of alcohol and use of illegal drugs on the premises and those forbidding underage drinking are strictly enforced.

PRIVATE & COMMERCIAL USE

- Where the number of persons attending a live, or other entertainment event, the Hirer must provide, at the Hirers expense, fully licenses SIA door staff or supervisors to maintain an acceptable level of security during the course of the event.
- The Hirer must also ensure that all other reasonable precautions for the safety of persons are taken.
- The Council shall be entitled to specify any other precautions which it considers necessary for the safety of persons or property.
- The maximum occupancy, as detailed below, must not be exceeded.

MAXIMUM OCCUPANCY/TABLES & SEATING

Watson Hall
Main Hall & Balcony - 250
Tudor Room - 50
Meeting Room - 15 (seated meeting style)

Town Hall
Corn Exchange - 100
Old Court Room - 25
Council Chamber - 21/40 (seated chamber/meeting style)
Mayors Parlour - 12 (seated meeting style)

Please liaise with the Council regarding the number of tables and chairs available. It is the Hirers responsibility to set up and strike all tables, chairs and any equipment and effects brought into the hall.

DIMENSIONS OF HALLS.

Watson Hall
Main Hall (excluding stage) - 16.9 x 9.75 or 165 sq. m.
Stage - 4.72 x 13.26 or 62.6 sq. m.
Stage Opening - 6.4m opening

Town Hall
Corn Exchange - 13m x 9m or 121 sq. m.
Court Room - 6m x 7.5m or 45sq.m.

SAFETY REGULATIONS

It is a condition of the hire of the Hall that when the public are to be admitted to a function a person must be nominated to control that function. Accordingly you, as the Hirer, are hereby nominated as the person responsible for the function and are required to comply with the following:

- You shall undertake and make available on request an appropriate risk assessment.
- You shall be present throughout the function and will not engage in other matters so as to prevent proper supervision of the function.
- You shall be responsible for the behaviour of those attending the function and shall maintain good order.
- You shall ensure that extra seating is not brought into the Hall from elsewhere. You shall not permit balloons filled with flammable gas or appliance utilising containers of gas under pressure to be brought on to the premises.
- Any electrical equipment brought onto the premises must be Portable Appliance Tested (PAT).
- You shall not permit the use of pyrotechnics, artificial smoke, flash boxes or naked lights on stage as part of any performance or entertainment without permission of the Council.
- Where an event has been arranged especially for children, it is the hirers responsibility to ensure there is sufficient adult/child ratio supervision and as per the current legislation.

FIRE REGULATIONS

- In the event of a fire you shall take control and report immediately any outbreak of fire to the Emergency Services.
- As the Hirer and the nominated person responsible for the hire of the Hall, you must comply with all the regulations set out. You must further certify that, before the event that you arrange for the caretaker to point out the location of the firefighting equipment and fire exits, including Assembly Point.
- You shall make yourself familiar with the firefighting equipment, extinguishers and blankets, and the emergency exits. You shall ensure that the gangways are not obstructed and that emergency exits are kept free.
- Hirers using the premises must ensure the exit lights in the Hall and other parts of the premises remain switched on during the hours of darkness.

CARETAKER/OUT OF HOURS CONTACT

- Refer to notice board for caretaker contact numbers. Please deal directly with the Caretaker regarding any problems on matters concerning the Hall in and out of office hours.

DAMAGES/LOSS OF CROCKERY & CUTLERY

- You should note that you are responsible also for the property of the Hall and that any breakages or damages must be reported to the Council and are charged to the hirer.
- The Council is not responsible for any articles brought in to or left on the premises.
- Hirers of the premises are responsible for clearing away all crockery and cutlery and for all washing up after the function has finished and for leaving the kitchen clean and tidy.
- The Hirer shall make good or pay for all damage (including accidental damage) to the premises, fixtures, fittings and other contents, including the loss of any crockery and cutlery.
- In the event of the Hall being left in a damaged or unreasonable dirty condition, the Council reserves the right to charge the Hirer the cost of repairing such damage or of any overtime worked by the Caretaker to clean the Hall. If the damage is in excess of the £200 surety deposit the Council will demand further payment accordingly.