 Tewkesbury Town Council WATSON HALL BOOKING FORM

|  |  |
| --- | --- |
| Full Name: |  |
| Organisation (if applicable): |  |
| Address: |  |
| Telephone: | Home: | Mobile: |
| Email: |  |

**WATSON HALL**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Main Hall** |  |  **Main Tudor bar** |  |  **Tudor Room** |  |  **Kitchen** |  |  **Bottle/Cafe Bar\*** |  |

 **\*The Bottle/Cafe Bar (next to main hall) can be booked for serving your own tea and coffee or for the venue to run a bottle bar.**

|  |  |
| --- | --- |
| FROM: | TO: |

**Main Tudor Bar Required?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Event** |  | **Event type/name** |  |
| **Time of Event:** | FROM: | TO: |
| **Access Required:** | FROM: | TO: |
| **Approx numbers attending** |  | **Number of Chairs/tables:** |

*I confirm I have read a copy of the up to date Tewkesbury Town Hall & Watson Hall Hire Agreement and Contract Terms and fully understand and accept the conditions contained therein:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |
| **Please tell us how you heard about our venue?** |  |
| **Please tick this box if you would like to receive information on upcoming events.** |  |

*For all booking enquiries please contact* *admin@tewkesburytowncouncil.gov.uk* *or call 01684 294639*

**Tewkesbury Town Hall and George Watson Memorial Hall**

**Hire Agreement and Contract Terms**

**1. Booking Terms and Conditions**

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

1. A completed and signed booking form from the Hirer.
2. A 25% non-refundable deposit from individuals/organisations that do not have a regular booking agreement with the Council. The non-refundable deposit received with the application form will be deducted from the final amount due.
3. A £200 damage deposit which may be requested for certain events at the discretion of the Council. This will be returned if the venue is left in a reasonable, clean and undamaged condition. **Please see section 3b with regards to single use plastic.**
4. The final balance is due no later than **30 days** before the booking date and once paid is non-refundable. If the final balance is not received before this period, the Council reserves the right to cancel the booking.
5. The Council reserves the right to refuse applications for bookings if it considers the event likely to be prejudicial or detrimental to the Premises. The George Watson Memorial Hall (herein referred to as GWMH) cannot accept bookings of a political or religious nature unless all groups/parties are represented.

**2. Cancellation**

Cancellations will only be accepted in writing and if confirmed by the Council.

1. If the booking is cancelled more than 30 days before your event – your deposit will not be refunded. If cancelled within 30 days of the event – no refund will be due.
2. The Council will not be liable for any expenses incurred by hirers due to cancellation.
3. In the event the Council cancel your booking, all monies paid will be returned. Reasons the Council can cancel may include, but are not limited to:

(i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

(ii) the Council reasonably considering that such hiring will lead to either a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring.

(iii) the premises becoming unfit for the use intended by the Hirer.

(iv) an emergency requiring use of the premises such as for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

**3. Terms and Conditions of hire/use**

1. The person signing the application form shall be considered the Hirer. Where an organisation is named, then that organisation is considered the Hirer.
2. **We are a “Plastic Free Venue”. It is forbidden to use SINGLE USE plastic items** such as:

bottles, cups, cutlery, plates/bowls, drinking straws, plastic/foil confetti, balloons, and plastic table decorations. The venue can supply jugs and re-usable children’s plastic cups for soft drinks. Office staff can suggest suitable alternatives. **Please discuss this with the office when booking. If single use plastics are used, you may be charged for additional cleaning which will be retained from your damage deposit.**

1. The fly-posting of advertisements is illegal. Any legal promotional advertisements should be removed after the event.
2. Smoking/Vaping is not permitted anywhere in the Premises along with possession/ taking of illegal substances.
3. Hirers of the premises shall comply with the Safety Regulations for the Premises (as detailed below).
4. The Hirer is responsible for ensuring that all attendees are respectful of our residential neighbours when in the courtyard at GWMH and leaving the premises quietly.
5. Additional terms and conditions apply for 18th birthday parties.

**4. Hirers Liability**

1. Proof of Public Liability Insurance for events open to the public is to be provided before the event.
2. Safeguarding - At the Council’s discretion and where applicable, you must provide us with a copy of your organisation’s safeguarding policy or your safeguarding procedures for ensuring the safety of your group. Please contact the office for advice if you do not have these documents. For bookings such as children’s birthday parties, the Hirer is responsible for ensuring appropriate adult supervision is in place.
3. Risk assessments - At the Council’s discretion, you must provide a risk assessment for your event.
4. All electrical equipment used should have a valid Portable Appliance Test certificate (PAT). The Council reserves the right to charge for any damage to our electrical system. The Hirer should ensure that any 3rd parties also comply with this requirement.

**5. Booking Times**

1. The Hirer must ensure that all music and dancing finishes by 12 midnight in the GWMH and the premises vacated by 12:30am
2. When booking venues, access time before and after a booking is chargeable.
3. Our caretaker will give you access on the time you have arranged. If you do not arrive within half an hour of the arranged time, you will be unable to access the venue.
4. The rear Courtyard at GWMH closes at 10pm. There is an alternative smoking area available.

**6. Catering Arrangements**

1. Organisers will need to make their own food catering arrangements. Appropriate food business licences are required.
2. **It is forbidden to use single use plastic items** such as:

bottles, cups, cutlery, plates/bowls, drinking straws, plastic confetti, balloons, and table decorations.

The Council can supply jugs and re-usable children’s plastic cups for soft drinks. The GWMH is equipped with cutlery, crockery, dishwasher and other catering equipment. Please discuss this with the office when booking.

**7. Alcohol Consumption & Bar Facilities**

1. The GWMH is a licensed venue and no outside alcohol can be brought in. The Town Hall is not licensed and if alcohol is to be consumed, the Hirer would be required to apply for a Temporary Event Notice (TEN) from Tewkesbury Borough Council.
2. The GWMH has a well-stocked, staffed, licensed bar which is available to book. The bar operates a “Challenge 25” policy.
3. The GWMH can arrange/sell alcohol for your event such as welcome drinks, table wine etc.
4. The Hirer is responsible for ensuring no outside alcohol is brought in or consumed on the premises. The Council reserves the right to terminate an event at any time if evidence of outside alcohol is present. You may lose your damage deposit.

**8. Private and Commercial Use**

1. For public events, or at the Council’s request, the Hirer must employ SIA registered security staff at 1 per 100 attendees (minimum 2).
2. The Hirer must provide door staff where required (e.g. ticket sales/checks)
3. The Council shall be entitled to specify any other precautions which it considers necessary for the safety of persons or property.
4. The maximum occupancy, as detailed below, must not be exceeded.

**9. Maximum Occupancy/Tables & Seating**

**Watson Hall**

Theatre style seating - 250

Table seating - 150

Main hall standing - 450

Bar Room Seated - 50

Balcony seated - 50

27 x 6ft by 2ft tables rectangular tables available

6 hexagonal tables available

Main Hall (excluding stage) – 16.9m x 9.75m = 164.8 square metres

Stage – 4.72m x 13.26m = 62.6 square metres

Stage opening - 6.4m

Bar room – 13 square metres

**Town Hall**

Corn Exchange – 100

Old Court Room – 25

Council Chamber – 21/40 (seated chamber/meeting style)

Mayors Parlour - 12 (seated meeting style)

12 x 6ft by 2ft tables rectangular tables available

Please inform the Council of the number of tables and chairs required at time of booking.

**10. Safety Regulations**

The Hirer is required to comply with the following:

1. You must provide us with a copy of your organisation’s safeguarding policy as requested.
2. You shall be present throughout the booking and remain responsible for all activities for the duration.
3. You shall be responsible for managing the behaviour of those attending.
4. Any electrical equipment brought onto the Premises must be Portable Appliance Tested (PAT).
5. You shall not permit the use of pyrotechnics, artificial smoke/haze, pressurised gas containers or naked flames without permission from the office staff.
6. Where an event has been arranged especially for children, it is the Hirer’s responsibility to ensure there is sufficient adult/child ratio supervision.
7. Balcony Rules. All children under 14 need to be accompanied by an adult. You must always remain seated on the balcony.
8. The locked ladders at the GWMH are only to be used by our trained staff.
9. The fixed stage lighting and stage equipment at the GWMH must not be moved. Any additional stage tech requirements must be discussed in advance with the office staff.

**11. Fire Regulations**

1. When arriving at the venue you will be given a fire safety briefing which you should follow in the event of a fire.
2. 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.
3. Hirers using the premises must ensure the exit lights in the Premises and other parts of the Premises remain switched on during the hours of darkness.

**12. Caretaker/Out of Hours Contact**

1. The caretakers contact number will be made available to you.
2. Your contact phone number will be made available to the caretaker for the duration of the event.

**13. Damages**

1. You are responsible for the property of the premises and that any breakages or damages must be reported to the Council and are charged to the Hirer.
2. The Council is not responsible for any articles brought into or left on the premises.
3. The Hirer shall pay for all damage (including accidental damage) to the premises, fixtures, fittings, equipment and other contents.
4. In the event of the Premises 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 damage deposit the Council will demand further payment accordingly.
5. **The Hirer is responsible for ensuring that locked areas of the hall are not accessed and any damage sustained in attempting to access these areas will be charged for.**

**14. Clearing up / Cleaning**

1. Hirers of the premises are responsible for clearing away all crockery/cutlery or equipment and for all washing up after the booking has finished and for leaving all areas clear and tidy.
2. Waste should be sorted and put into the appropriate bags (supplied).
3. Tables and chairs will be cleared away by caretaking staff.
4. Any personal items/equipment should be removed at the end of the event.
5. For an additional fee, we can arrange clearing the venue.

I AM OVER 18 YEARS OF AGE AND HEREBY PERSONALLY ACCEPT RESPONSIBILITY FOR BEING IN CHARGE AND CONFIRM THAT I WILL BE ON THE PREMISES AT ALL TIMES DURING THE PERIOD OF TIME OF THIS HIRE AND WHEN THE PUBLIC ARE PRESENT AND FOR ENSURING THAT ALL CONDITIONS ARE MET. TEWKESBURY TOWN COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY CONSEQUENTIAL LOSS FOR CANCELLATION OF ANY PRIOR HIRE BOOKING AGREEMENT DUE TO UNFORESEEN CIRCUMSTANCES. ANY CANCELLATION OF THIS BOOKING REQUIRES AT LEAST 30 DAYS NOTICE OTHERWISE A FULL CHARGE WILL BE MADE (SEE TERMS AND CONDITIONS FOR FULL DETAILS).

I confirm I have seen a copy of the “Tewkesbury Town Hall and George Watson Memorial Hall - Hire Agreement and Contract Terms” and fully understand and accept the conditions contained therein.

Signature…………………………………………………………… Date…………………………...

A deposit of £……… is received with thanks.

Refundable deposit required £……… (cheques should be payable to “Tewkesbury Town Council”)