

# Malmesbury Town Hall – Booking Form



Hirer Name	
Organisation (if applicable)	
Email Address	
Telephone	
Address	

## Booking Requirements

Date:		Set up time	From:	To:
		Event time	From:	To:
		Clear down time	From:	To:
Overall Booking Time			From:	To:
Room/s + Layout (Provide layout sketch if required)				
Event Description				
Equipment – see over for available items.				

Signed..... Date.....

**\*Please note that access to the room will be 5 minutes ahead of the event start and the room is to be cleared by 5 minutes past the booking – ANYTHING MORE AND YOU WILL BE CHARGED ACCORDINGLY\***

## Office Use

Date deposit received. (if applicable)	
Date payment balance Received	
Method of payment	Cash/Chq/Bacs/Card

Booking taken by	
Entered onto the system by	

# Available Facilities

## Rooms

	Max. Capacity
<b>Assembly Room</b>	
<i>Standing</i>	125
<i>Round Tables</i>	100
<i>Chairs in Rows</i>	125
<i>Retractable Seating</i>	96
<b>Bar</b>	
<i>Standing</i>	70
<i>Seated</i>	20
<b>Wesleyan Room</b>	
<i>Standing</i>	120
<i>Round Tables</i>	120
<i>Chairs in Rows</i>	120
<b>Kitchen</b>	8
<b>Malting Hall</b>	
<i>Conference</i>	25
<i>Chairs in Rows</i>	60
<b>Hobbes Parlour</b>	
<i>Conference</i>	15
<b>Old School Room</b>	
<i>Standing</i>	80
<i>Trestle Tables</i>	60

## Available Equipment; (free except where noted, **must** be specified on form)

### Tables and Seating

<i>Circular Tables</i>	Seat 8 – 10
<i>Trestle Tables</i>	
<i>Retractable Seating</i>	Assembly Room
<i>Chairs</i>	

### Conference/Meetings

<i>PA System/Screen/</i>	
<i>Projector</i>	£20 (free to groups eligible for Community Rate)
<i>Flip Chart</i>	£8 (free to groups eligible for Community Rate)

### Catering

<i>Tea and Coffee</i>	Cups & Saucers, Milk Jugs, Sugar Bowls, Urn/s, Kettles, Tea Pots, Hot water Containers (x2)
<i>Meals</i>	Professional kitchen, Plates (Large, medium & side), Water Jugs, Bowls, Cutlery

### Bar

<i>Glasses</i>	Wine, beer, tumblers, flutes
<i>Bar units</i>	2-door general chiller, wine chiller, freezer, Glass washer

NB. The cost of breakages, losses and damaged items will be deducted from the deposit.

## Malmesbury Town Council

### General Terms and Conditions of Hire

Please Note: The terms, conditions and fees are reviewed at the end of each financial year. Please ensure the booking form relates to the current financial year.

The application for hire is a contract between Malmesbury Town Council (the Council) and the Hirer **(not the organisation)**. The Hirer is responsible for payment. Unless otherwise agreed, payment must be made and verified, at least 2 x weeks prior to the date of your event.

Cancellations made within **14 days** of the booking will be charged at **100%**, cancellations made within **21 days** of the booking will be charged at **50%**. All other cancellations will incur a **£30** cancellation fee.

The Council reserves the right to refuse a booking application without disclosing the reason.

Please be sure to book sufficient time to get the room(s) set up (Setup Time) the way you want and cleared away (Finish Time) at the end of your event. **\*Please note that access to the room will be 5 minutes ahead of the event start and the room is to be cleared by 5 minutes past the booking – ANYTHING MORE AND YOU WILL BE CHARGED ACCORDINGLY\***

**You will be charged at a rate of £50 per hour or part thereof if you overstay your booking period. A cleaning fee of £50 per hour or part thereof will be imposed should the room(s) and common parts not be left in the same condition as when the hire period commenced. Your hire includes the disposal of up to 2 refuse sacks of waste. Further sacks can be removed at a charge of £10 per sack. All charges will be deducted from your bond. The caretaker will be able to supply you with a mop/bucket and broom upon request.**

#### Insurance

The hire charges are inclusive of public liability insurance premium for non-commercial hirings. **Commercial hirers must provide evidence that cover has been obtained for the event in respect of Public Liability (limit £1,000,000) 7 days before the hiring proceeds.**

#### Musical Events

There are additional restrictions on musical events which must be discussed with the Town Hall Facilities Manager prior to the booking being confirmed.

#### Licensed Bars

The Town Hall has its own premises licence which allows alcohol to be served/purchased. Please email Town Clerk at [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or telephone on 01666 822143 and provide details of the responsible person running the bar 72 hrs prior to the event and confirm the Age Verification Policy has been understood and will be adhered to. Alternatively, hirers can use a local publican or licensee to run the bar, subject to clearance as above.

#### Smoking

To comply with current legislation, smoking/ vaping is not permitted anywhere within the building or its immediate vicinity.

#### Tables, chairs and other resources

At the time of booking the Hirer is to state how many tables and chairs are required. Other items that may be required are shown in the booking form. Please be sure to book sufficient time to get the room(s) set up (Setup Time) the way you want and cleared away (Finish Time) at the end of your event. Please note: Town hall staff will erect/take down tables in the hired room(s), but not placed in position, unless a plan is submitted beforehand. Chairs will be left stacked, however if you require assistance, please discuss your requirements with the Town Hall Facilities Manager.

### **Parking subject to availability**

Limited parking for unloading/loading is available in the Town Hall car park subject to permission being given prior to the event. Vehicles must not be left in the car park after unloading / loading

### **Decoration**

No tacks, nails, screws, sticky tape, blue or white tack are to be used in any part of the premises.

### **Lost property**

The Council accepts no responsibility for any articles of property lost during hiring of the Town Hall. People finding articles of lost property should hand them to the caretaker.

### **Orderly conduct**

Hirers shall be responsible for the maintenance of good order at all times during the period of hire.

### **Occupancy**

The occupancy of each room within the premises for standing, seating in rows or seated at tables have been established in accordance with the requirements of the Fire Risk Assessment and Fire and Rescue Service.

### **Fire Precautions**

**The Hirer is responsible for delegating member(s) of the party as stewards to liaise with the caretaker and to familiarise themselves with the fire escapes and the location of fire extinguishers. A minimum of one steward for meetings and a minimum of two stewards for all other events are required.**

**All passageways, stairways and exits MUST be kept free from obstruction at all times.**

**Candles and any other devices with a flame are expressly prohibited.**

Electrical appliances such as heaters, cookers, video equipment, etc, are not to be brought in for use, unless authorised and have a current PAT test certificate. The Hirer will be held responsible for ensuring all electrical equipment, used at his/her event, comply with Health and Safety standards.

The use of smoke/foam/bubble generators of any description is **expressly prohibited**.

### **Damage to Council Property**

The Hirer shall pay to the Council upon demand the cost of reinstating or replacing any part of the halls or any property which is damaged, destroyed, stolen or removed during the period of hire.

### **Failure to Observe Conditions**

If the Hirer fails to observe the conditions of hiring, the Council may, without notice, terminate the booking. This termination shall not release Hirers from their obligation under the original agreement.

The Council will be entitled to retain the bond and may collect payment of any balance outstanding.

## **Liability**

The Council shall not be liable for damage to property or injury or death to persons which shall occur during the period of hire, provided any such incident does not arise out of negligence on the part of the Council or its agents, or from any defects of the building.

## **Other information**

- A caretaker is available on site.
- Premises may be viewed Monday-Thursday between 9am and 5pm and on Friday 9am – 4.30pm by appointment only. Please telephone the Town Hall on 01666 822143 to arrange an appointment.
- At certain events, you may be asked to arrange qualified security
- If strobe lighting is to be used, the hirer should provide appropriate warning signs.
- VAT No: 909 3558 02

## **Hirers Privacy Notice**

When you hire the Town Hall or hold an event on land owned by the Malmesbury Town Council the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Malmesbury Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Malmesbury Town Council at any time).

## **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: (Claire Mann [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143) to request this.

## **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: (Claire Mann, Town Clerk [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) 01666 822143) to request this.

## **Information Deletion**

If you wish Malmesbury Town Council to delete the information about you please contact: (Claire Mann, Town Clerk [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) 01666 822143) to request this.

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact (Claire Mann, Town Clerk [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143) to request this.

## **Rights Related to Automated Decision Making and Profiling**

Malmesbury Town Council does not use any form of automated decision making or the profiling of individual personal data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Malmesbury Town Council Data Information Officer: [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143 and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Malmesbury Town Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Malmesbury Town Council does not use profiling, we do not sell or pass your data to third parties. Malmesbury Town Council does not use your data for purposes other than those specified. Malmesbury Town Council makes sure your data is stored securely. Malmesbury Town Council deletes all information deemed to be no longer necessary. Malmesbury Town Council constantly reviews its Privacy Policies to keep it up to date in protecting your data. (You may request a copy of our policies at any time).