



Facilities Booking Form

Name:	Covid – 19			
Address:	Please be advised that any booking you agree with the Council is at all times subject to the latest government and council advice and guidance around Covid 19. . Consequently and unfortunately therefore the Council cannot accept any responsibility or liability for loss or damages should your booking have to be cancelled due to restrictions placed on us by government guidance or regulations directly related to Covid 19.			
Postcode:				
Tel No:				
E-mail:				
Date(s) of Hire : From:	To:			
Event timing – From:	To:			
Setup/Clear up time required:	From:	To:	From:	To:
Event Type or Name:				
Select Room(s) below	✓	Standing (a)	Seated in Rows (b)	Seated at Tables (c)
Assembly Room (a, b, c)		140	120	100
Eilmer Bar (a, b, c)		70	N/A	N/A
Hobbes Parlour (a, b, c)		30	30	30
Old Schoolroom (a, b, c)		65	65	65
Malting Hall (a, b, c)		65	60	60
Wesleyan Hall (a, b, c)		140	140	140
Kitchen		N/A	N/A	N/A
Note: Numbers shown are indicative of maximum occupancy by layout type (standing, seated in rows or seated at tables). Final numbers are to be agreed with Council staff NB numbers are subject to Government & Council guidelines for Social distancing and Covid safety. Therefore they may be subject to amendment to meet government safety requirements. This is outside of our control but should it happen, we regret any disruption it will cause.				
Select resources required from the list below (additional charges may apply):				
Circular dining tables		8 to 10	Includes chairs	
Trestle tables (6ft x 2ft 6in)		Seats 6	Includes chairs	
Glasses			The cost of breakages, losses and damaged items will be deducted from the bond.	
Crockery & cutlery				
Portable projector and screen		£20.00		
Public address system		£20.00		
Flipchart and stand		£ 8.00		

Each booking is provisional until confirmed by the Town Council booking staff and a £50 booking deposit has been paid. Where considered appropriate, a bond sum, determined by the Council, will be added to the final invoice. This is returnable assuming no damage is caused as a direct result of your booking.

For office use only: £50 booking form deposit received: Y/N N/A	Date:	Cash/Cheque/Card:
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Please sign below to confirm you have read and understood the terms and conditions of hire, a copy of which is attached. Return this page to the Town Hall and retain the terms and conditions to remind you of your responsibilities.

Name	Signature
Date:	

Malmesbury Town Council
General Terms and Conditions of Hire – 2017

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.

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 The Town Clerk at richard.spencer-williams@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 prohibited 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, 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.

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: (Richard Spencer-Williams richard.spencer-williams@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: (Richard Spencer-Williams richard.spencer-williams@malmesbury.gov.uk or 01666 822143) to request this.

Information Deletion

If you wish Malmesbury Town Council to delete the information about you please contact: (Richard Spencer-Williams richard.spencer-williams@malmesbury.gov.uk or 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 (Richard Spencer-Williams richard.spencer-williams@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: richard.spencer-williams@malmesbury.gov.uk or 01666 822143 and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

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