



DORCHESTER TOWN COUNCIL

19 North Square, Dorchester, Dorset DT1 1JF

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Application for the Hire of the Borough Gardens House

Community Space, Cornwall Road, Dorchester,
DT1 1RG



Borough Gardens House

Room Capacity: 50

Office Use: Invoice No:

Event Date(s)

Event Title

Organisation

Voluntary/Charitable Organisation

Non Commercial/Private Event

Commercial

(please tick appropriate box)

Contact Name

Invoicing Address

Purchase Order No:

Contact Details

Telephone:

Mobile:

E-mail:

Max. No. of attendees expected (maximum number – 50 – dependant on layout)

(50 is theatre style only)

Session times are based on:

Morning Session
8.00am – 1.00pm

Afternoon Session
1.00pm – 5.00pm

Evening Session – by special
arrangement only
5.00pm – 11.00pm

Please note that the session time finish means you have vacated the room – extra hours can be arranged, prior to 8.00am or after 11.00pm

No Parking available, local car park a few minutes away - arrangements for dropping off and picking up can be arranged.

Arrival Time:

Event Begins:

Departure Time:

Hire includes Heating, Lighting, Rectangular Tables, Chairs, Tea/Coffee facilities.

Please provide your own catering/supplies

Please specify room layout required:	<input type="checkbox"/>	Boardroom (chairs around a central table)	<input type="checkbox"/>	Theatre Style (rows of chairs)
	<input type="checkbox"/>	Circle of chairs	<input type="checkbox"/>	L shape of tables/chairs
	<input type="checkbox"/>	Other – please specify:		

Equipment

Screen (no projector) **Flip Chart Stand only**

Tea & Coffee Facilities

Fully fitted kitchen. We can provide cups, saucers, teaspoons, tea urns, kettles and water jugs but you will need to bring your own tea bags, coffee, milk etc.	Yes/No For how many () Please ensure the room is clean and tidy before you leave.
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Signature

I apply for the use of Borough Gardens House, for the purpose stated and agree to terms and conditions and payments of all associated costs with the hire:

Signed: **Date:**

Print name:

Advertising your event: *Our 'Programme of Events' is produced monthly and sent to all Councillors and Press:*
Would you like your event to be included? Yes/No

You may pay direct to our account at:

Lloyds Bank, Dorchester,

Sort Code 30-92-69

Account No. 00210258.

Name: DTC GENERAL ACCOUNT



Please make sure the booking clerk is aware of your BACS payment. Please make cheques payable to Dorchester Town Council, 19 North Square, Dorchester, Dorset, DT1 1JF.

Clients should ensure when booking rooms that their booked time includes sufficient time to set up and clear away after the event.

TERMS AND CONDITIONS OF HIRE

1. All the aforesaid charges are to be paid 28 days in advance of the date of the hiring.
2. Twenty-eight days' clear notice must be given in the event of the cancellation of a booking or the appropriate charges will be payable.
3. The charges relate to the letting of the Municipal Buildings from Monday to Saturday only. Special rates apply for the use of the Municipal Buildings on Sundays, applications for which will be considered by the Council. Weekend rates are from 5.00pm Friday Night and all day Saturdays – This only applies to the Corn Exchange.
4. The use of non-tethered balloons such as 'torpedo balloons', 'confetti bombs' and 'party poppers' (or the like) is strictly prohibited.
5. As from 1st July, 2006 the whole of the Municipal Buildings is a non-smoking building and the hirer is responsible for ensuring that this condition is adhered to.
6. In cases where copyright music is publicly performed or presented the Hirer shall pay to the Council the required sum per session towards the costs of the Performing Rights Society Licence.
7. Sub-letting may be permitted with the agreement of the Town Clerk.
8. The Council reserves the right to exclude and remove from the Municipal Buildings, or from any part of them, any person creating a disturbance or using offensive language.
9. The Hirer shall take all necessary steps to ensure that persons using the Municipal Buildings or any part of them during the Hirer's use or occupation conduct themselves in an orderly manner so as not to cause any nuisance or annoyance to other persons (see also 'additional requirement' note on the following page).
10. No person shall fix any nail, hook or other thing (including posters) onto or upon any part of or fixture within the Municipal Buildings without the prior consent of the Council.
11. The Hirer shall reimburse the Council on demand the cost of making good any damage (howsoever arising) done to the Municipal Buildings or any part thereof during the Hirer's use or occupation. An inspection of the Building or part under hire will be carried out between the Hirer and the Duty Town Hall Keeper immediately before and after the use.
12. All persons using the Municipal Buildings or any part of them shall take the accommodation in such condition as they find them and the Council will not be responsible for any loss, damage or theft of personal property howsoever arising.
13. The Hirer shall be responsible for all accidents caused or happening to any person in his employ or arising out of his hire or occupation of the Municipal Buildings or any part of them and the Hirer shall indemnify the Council against all costs and expenses which the Council may incur arising out of or in connection with any such accident (see also 'additional requirement' note on the following page).
14. No hirer shall be permitted to restrict access to any part of the Municipal Buildings other than that hired and, except in the case of a private function, no such restrictions shall be imposed during the advertised opening hours of any event save as instructed by the Duty Town Hall Keeper in accordance with Condition 19.
15. All fire exits are to be kept clear at all times and the main doors shall remain open or unlocked as appropriate at all times when members of the public are in any part of the Municipal Buildings.
16. Any advertising affixed to the exterior of the Buildings is to be negotiated with Municipal Buildings staff who are empowered to give any necessary instructions or directions on behalf of the Council.
17. In the event of Fire it is the Hirer's responsibility to evacuate the Municipal Buildings with the help of the Caretakers following the Emergency signs that are on display.
18. Any Organisation using the Buildings for fundraising purposes are required to state clearly at the event who the fundraising is in aid of. Failure to comply will mean that the hirer be asked to leave.
19. The Duty Town Hall Keeper is empowered to debar persons from entering the Buildings should, in their opinion, the number exceed the permitted capacity. The Hirer shall seek confirmation from the Council of the maximum capacity permitted for his reservation should the event not fall within one of the following categories:

ADDITIONAL REQUIREMENTS

CONDITION 7 – ORDERLY CONDUCT

If the Town Council requires that at any time individuals must be present at the premises to carry out a security activity (e.g. door supervisors) then each such person must, by law, be licensed by the Security Industry Authority. The Council will require to see a copy of such licence.

It should be noted that the provisions of stewards and other persons whose role is not to carry out a security activity but to ensure the health and safety of those visiting the premises need not be registered with the Security Industry Authority.

CONDITION 11 - HIRE OF THE MUNICIPAL BUILDINGS -HEALTH AND SAFETY AND PL INSURANCE

I would draw your particular attention to condition 11 on the booking form which requires you to be responsible for all accidents caused or happening to any person in your employ or arising out of your hire or occupation of the Buildings.

The Council, by law, has a duty of care to ensure the health safety and wellbeing to all persons visiting the Buildings and therefore carries a high level of Public Liability Insurance to cover injury, accident or losses arising directly through fault or negligence of the Council and its employees. The Council does not however cover incidents arising through the fault or negligence of the hirer/event organiser or any third parties/businesses contracted by the hirer for the duration of the event. It is in fact not legally possible for the Council to carry this type of insurance.

It is therefore necessary for the Council to require proof of valid Public Liability Insurance cover of not less than £2 million per incident held by any third parties/businesses which have been contracted by the hirer for the event.

Third parties/businesses include (but are not limited to) the following; bands, discos, orchestras, string quartets, magicians, balloon decorators, professional florists or photographers etc, or any other businesses which will be providing a service at the premises upon direct instruction from the hirer.

If this documentation is not received prior to the date of the function we reserve the right to refuse access to the premises. It is worth noting that all legitimate businesses will have the required insurance cover and in the interests of ensuring the health, safety and wellbeing of members of the public should only be too pleased to assist you in this matter