



# DORCHESTER TOWN COUNCIL

19 North Square, Dorchester, Dorset DT1 1JF

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## Application for Hire of The Corn Exchange

The Municipal Buildings, High East Street,  
Dorchester, Dorset, DT1 1HF

Tel: 01305 819039

### The Corn Exchange

Rooms size – 37ft x 67ft (11.2m x 20.42m)

Located at ground level, a spacious hall equipped with a wide range of modern features and facilities, which can be arranged to meet the requirements of most large functions or performances.

Office Use: Invoice No:

Bar:

Set List:

**Event Date(s)**

**Event Title:**

**Organisation:**

Charitable Organisation

Non Commercial/Private Event

Commercial

Registered Charity No .....

(please tick appropriate box)

Contact Name & Address:

Telephone:

Mobile:

E-mail:

Purchase Order No:

**Invoicing Address:** (If different from above)

(Any other rooms Booked?) Town Hall  Council Chamber  Dressing Room  Magistrates Room

**Max. No. of attendees expected:** (max. number – 300 (dependant on layout) .....  
(300 is theatre style only)

*The Departure time finish means you have vacated the room – extra hours can be arranged, prior to 8.00am or after 11.00pm*

### Session times are based on:

Morning Session 8.00am – 1.00pm

Afternoon Session 1.00pm – 5.00pm

Evening Session 5.00pm – 11.00pm

(Midnight by prior arrangement)

**Arrival Time:**

**Event Begins:**

**Departure Time:**

**Bar Facility:** Do you require the bar to be open? Yes/No (If yes, then please make sure to fill in the Bar Application Form for your requirements).

**Please note that the Corn Exchange is a licensed premise and you are not allowed to bring in your own alcohol, except by prior arrangement with the licensee where corkage fees will apply. All requirements for alcohol must be arranged through the licensee.**

(The bar may be shared with other hirers unless you have exclusive use of the building).

## Tea & Coffee Facilities

*A Large Kitchen is available with a double oven, two large fridges, dishwasher and chest freezer. Please be aware that the Kitchen has very limited plates/pots/pans & cutlery. We do not provide tablecloths as most Caterers will provide their own.*

**Yes/No**  
For how many:  
(        )

*We do provide cups, saucers, teaspoons, tea urns, kettles and water jugs – just bring your own supplies*

## Equipment Hire

Please be aware some equipment may already be booked – please check first, we do not provide Flip Chart Paper or Pens.

Data Projector

Flip Chart Stand

Screen

Performance lighting is available in the Corn Exchange. Do you want to use it? If so please give some indication of how. Please ask for assistance in using the Lighting/Sound.

Sound/Lighting

Public Address System

Lanterns and the Lighting Desk are NOT to be re-arranged unless by prior agreement and must be returned to usual set up before leaving – The Town Hall Keepers will check before you leave.

Hearing Loop (to be used with in house PA only)

*Smoke machines are prohibited. Helium balloons must be securely tied or they will set off the fire alarms.*

The Town Hall Keepers can advise but will not be available to operate any sound or lights at your event. You need to provide your own technician if required. We do have recommended advisors who charge separately for their services. Please ask for details.

**Room layout required**

Boardroom (chairs around a central table)

Theatre Style (rows of chairs)

Circle of chairs

LI shape of tables/chairs

Other (please describe)

## Public Liability

Are you bringing any third paid parties into the building? i.e. Caterers, Disco, Bands/Other?

**Yes/No**

If yes, I will need a copy of their Public Liability Insurance.

Are Family/Friends providing the Catering, Disco/Band?

**Yes/No**

Name and address of Family/Friend member:  
*(Public Liability is not required)*

Mr/Mrs/Ms:

Name and address of Catering/Disco/Band etc. being hired:  
*(Public Liability is required)*

Mr/Mrs/Ms:

*I hereby declare that the above information is correct and that I have not hired/paid the above services for my event which would normally require their own Public Liability Insurance. Dorchester Town Council will not be liable for any damage/incidents incurred by them. (See Page 4 for more information on Pricing/PLI & Performing Rights Fees)*

*I confirm that I am over the age of eighteen and that I shall provide one person to act as Control Warden for each 100 persons expected to be present at the function in support of the Municipal Buildings Staff.*

Names of Wardens: ..... & .....

**Signed:** .....

**Date:** .....

## Performing Right Society Fees

If your event will involve the use of music that is in copyright and is not covered by any other license agreement then Performing Right Society fees will be due & will be invoiced accordingly, i.e. Live band/dance classes. If your event DOES NOT involve the use of music that is in copyright and not covered by other license agreement, please confirm by signing below.

**I confirm that the event named above will not contain any music for which PRS fees are due:  
If you do not fill in this part we will presume that PRS fees are to be applied.**

Signed:

Date:

Print Name:

## Signature

**Failure to return this form may result in your booking being cancelled.**

I apply for the use of the Corn Exchange, 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**

### **Booking conditions:**

***"In the event of a hirer cancelling a booking due to bad weather the hirer shall not be offered a refund. If the event is cancelled by the Council a full refund will be offered."***

***Please Note: Charges are to be paid 28 days in advance – 28 days' clear notice must be given or the appropriate charges will be payable.***

### **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