



DORCHESTER TOWN COUNCIL

19 North Square, Dorchester, Dorset DT1 1JF Tel: 01305 265840

e-mail j.hollings@dorchester-tc.gov.uk

Application for Hire

Borough Gardens House - Community Space, Cornwall Road, Dorchester, DT1 1RG

Telephone: 01305 265840 – Fax 01305 266085

More information and photographs on rooms to hire available at: www.dorchester-tc.gov.uk

Date(s) of Hire

On behalf of a:

Voluntary or Charitable Organisation

Other Non Commercial or Private Events

Commercial

(Please tick appropriate box)

Name and Address of Applicant (to whom the Invoice should be sent)

.....

.....

.....

Daytime ☎

Are you applying for hire on behalf of an organisation? Yes/No

If Yes

Name of Organisation: _____

Type of Event

Will you be having music at your event? Yes/No

Is your event open to the General Public? Yes/No

FOR OFFICE USE ONLY

Booking No.	
Invoice No.	

	Sessions	Charge
Borough Gardens House		
Extra Hours		
Performing Rights		
Deposit*		
SUB TOTAL		
V.A.T		
TOTAL		

* At the discretion of the Council

PLEASE NOTE

CHARGES ARE REVISED FROM THE 1ST APRIL EVERY YEAR.



- ◆ Hire of the Borough Gardens House includes Heating, Lighting, Tables, Chairs, Tea/coffee making facilities, please arrange your own catering/supplies.
A screen and flip chart stand can be arranged, please provide your own paper and pens.
- ◆ Fly Posting is an offence and is strongly disapproved of by the Council.
- ◆ The Borough Gardens House is a Non Smoking Premises

I hereby apply for the use of Borough Gardens House – Community Space, Dorchester, upon the terms and conditions set out on the back of this form. I undertake to comply with these and can confirm that I am over the age of eighteen. Please read the Terms & Conditions before signing. Failure to return this form may result in your booking being cancelled without notice.

Signed.....

Date.....

Hirers' Requirements

Who should the Council's staff contact if they require any further information about your hiring?	Name: _____ ☎(Day) _____ ☎(Evening) _____ email: _____
<p><u>Parking</u> Parking is not permitted at the Borough Gardens House but if you do need to load or unload then please arrange this with the Operations Supervisor: Mr Ian Homer on 07789391799 just prior to your booking. Please ask for a leaflet if you need assistance on Car Parking in Dorchester.</p>	
<p>What time would you like to access the building? _____: <i>Please be aware that a staff member can only wait <u>30mins after this time</u> – if you have not arrived by then the building may be locked and unobtainable for hiring</i></p> <p>What time will your event actually begin? _____ (see session times below)</p> <p>What time will your event finish? _____</p> <p>Equipment required: Flip Chart Stand <input type="checkbox"/> Projector Screen <input type="checkbox"/></p>	
How many people do you expect to attend your event? (Maximum 50)	_____
<p><i>Instructions for using the lift at the Borough Gardens House are attached. Please take it with you if you need to operate the lift.</i></p>	
<p>ROOM LAYOUTS - Please complete for <u>ALL</u> events</p>	
<p>If you have a seating or table layout in mind please draw a rough sketch of it in the space provided.</p>	

Room Hire Charges from April 1st 2011 – 31st March 2012

Sessions run: 8am – 1pm 1pm–5pm 5pm–11pm

Voluntary/Charitable Organisation Rate	Session Rate	Hours after 11.00pm	Hourly Rate
Borough Gardens House	£36.20 + Vat	£20.60 + Vat	£16.50 + Vat

Non Commercial /Private Event	Session Rate	Hours after 11.00pm	Hourly Rate
Borough Gardens House	£45.50 + Vat	£24.80 + Vat	£18.60 + Vat

Commercial	Session Rate	Hours after 11.00pm	Hourly Rate
Borough Gardens House	£61.80 + Vat	£36.20 + Vat	£25.80 + Vat

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. 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.
4. Sub-letting may be permitted with the agreement of the Town Clerk.
5. The Council reserves the right to exclude and remove from the Borough Gardens House, or from any part of them, any person creating a disturbance or using offensive language.
6. The Hirer shall take all necessary steps to ensure that persons using the Borough Gardens House 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.
7. No person shall fix any nail, hook or other thing (including posters) onto or upon any part of or fixture within the Borough Gardens House without the prior consent of the Council.
8. The Hirer shall reimburse the Council on demand the cost of making good any damage (howsoever arising) done to the Borough Gardens House or any part thereof during the Hirer's use or occupation.
9. All persons using the Borough Gardens House 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.
10. 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 Borough Gardens House 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.
11. No hirer shall be permitted to restrict access to any part of the Borough Gardens House 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.
12. 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 Borough Gardens House .
13. In the event of Fire it is the Hirer's responsibility to evacuate the House following the Emergency signs that are on display.
14. Any Organisation using the Borough Gardens House for fundraising purposes is 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.
15. Any Council Officer, so designated, is empowered to debar persons from entering the Borough Gardens House should, in his/her opinion, the number exceed the permitted capacity.
16. The hirer shall be responsible for leaving the accommodation as it was found. If crockery is used this must be washed and dried and returned to the store cupboard.

Thank you for your co-operation.

We hope your event is successful and that we are able to help you again.

If you have any comments or complaints regarding your event please contact

Julie Hollings on 01305 265840 or e-mail us at

j.hollings@dorchester-tc.gov.uk

Instructions to raise lift:-

Turn key to right "gently" - two green lights should come on.

Press black button - gate will click open.

Open gate and enter, close gate "firmly" behind you.

Press and hold up button, lift will raise to upper level.

On reaching upper level gate will click, push gate open and exit lift.

Close gate until it clicks shut.

Instructions to lower lift:-

Turn key to right "gently" two green lights should come on.

Press up button and hold, lift will either raise to upper level or if at upper level gate will click open.

Enter lift and close gate firmly behind you.

Press and hold down button to lower lift.

On reaching the ground floor gate will click, push open gate and exit lift.

Close gate behind you until it clicks.