

DORCHESTER TOWN COUNCIL

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

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Application for Hire *Borough Gardens House - Community Space*

Date(s) of Hire

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		

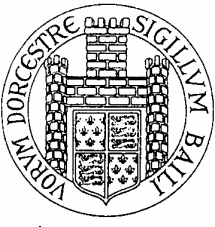
- ◆ Hire of the Borough Gardens House includes Heating, Lighting, Tables, Chairs, Tea/coffee facilities.
- ◆ Fly Posting is an offence and is strongly disapproved of by the Council.
- ◆ The Borough Gardens House is a Non Smoking Premises

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.

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

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.



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Hirers' Requirements

Who should the Council's staff contact if they require any further information about your hiring?	Name: ☎(Day) ☎(Evening)
What time do you require to come into the Buildings initially?	
What time will your event actually begin?	
What time will your event finish?	
How many people do you expect to attend your event? (Maximum 55)	

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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