



DORCHESTER TOWN COUNCIL

19 North Square, Dorchester, Dorset. DT1 1JF

Tel: 01305 265840

email: cornexchange@dorchester-tc.gov.uk

www.dorchester-tc.gov.uk

Application for Hire of the Municipal Buildings

IMPORTANT: Please fill in ALL parts - missed information will result in the form being returned for completion. Failure to return your form, or send in any 3rd party P.L.I's 7 days prior to your event will result in your booking being cancelled without notice.

"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."

Date(s) of Hire/...../...../...../.....
/...../...../...../.....

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

.....

Daytime ☎

Name of Organisation: _____

Please tick if: Registered Charity/Voluntary Body
 Non-Commercial Commercial

Type of Event: _____

Name of any Orchestra or Group: _____

Will you be having Live music at your event? (Please circle) Yes/No
 Is your event open to the General Public? Yes/No
 Will you be having a Disco/DJ/Tapes/CD? Yes/No

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

If so, will you be charging an admission fee? £ _____ per person.

FOR OFFICE USE ONLY

Public Liability Forms Received?	
P.R.S. Set List required?	
Invoice No:	
Bar Times:	
Programme:	

Room	Sessions	Charge
Corn Ex		
Dress.R.		
T/Hall		
Mag. R.		
C. Ch		
Extra Hours		
Kitchen Hire - Full or part use		
Performing Rights		
Deposit*		
Discounts		
SUB TOTAL		
V.A.T		
TOTAL		

* At the discretion of the Council

PLEASE NOTE
CHARGES ARE REVISED
FROM THE 1ST OF APRIL
EVERY YEAR.

ROOM CAPACITIES	Meetings	Dances/Discos	Fashion Shows	Receptions	Dinner Dances
Corn Exchange	300	300	250	200	180
Town Hall	120	80	-	80	-
Magistrates Room	40	-	-	-	-
Council Chamber	40	-	-	-	-

* Hire of these Rooms includes Heating, Lighting, Tables, Chairs, P.A. System, Piano (ground floor only), Dressing Rooms(Corn Exchange only), and tea/coffee facilities. There maybe a few parking spaces available - please check when enquiring. Fly Posting is an offence and is strongly disapproved of by the Council.

I hereby apply for the use of the above-mentioned accommodation in the Municipal Buildings, Dorchester upon the **terms and conditions (page 7) attached to this form**. I undertake to comply with these conditions and the Council's licensing regulations. 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.

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

Names of Wardens:



DORCHESTER TOWN COUNCIL MUNICIPAL BUILDING

Hirers' Requirement

This form is intended to help you to plan your event and to make the best possible use of the facilities available in the Municipal Buildings by providing as much information as possible in advance. Please complete it as fully as possible.

GENERAL INFORMATION

<p>Who should the Council's staff contact if they require any further information about your hiring?</p> <p><u>Please provide as many numbers as possible.</u></p>	<p>Name:</p> <p>Day phone:</p> <p>Evening / Mobile:</p> <p>Email:</p>									
<p>What date(s) is your hiring on?</p>										
<p>Which room(s) are you using? (Please delete as appropriate.)</p> <p>* Due to the angle of the stairs the evacuation chair in the <u>Town Hall</u> dedicated to the rear exit to the Magistrates Room requires two people to operate it. If there are people that will require evacuating in your party you are required to ensure that a person is available to assist the Town Hall Keeper operate the chair.</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Corn Exchange</td> <td style="width: 33%;">* Town Hall</td> <td style="width: 33%;">Magistrates Room</td> </tr> <tr> <td style="text-align: center;">Council Chamber</td> <td style="text-align: center;">Dressing Rooms</td> <td></td> </tr> <tr> <td style="text-align: center;"><i>No food or drink permitted in the Chamber (tea/coffee only)</i></td> <td style="text-align: center;"><i>There is no disabled access to the Dressing Rooms</i></td> <td></td> </tr> </table>	Corn Exchange	* Town Hall	Magistrates Room	Council Chamber	Dressing Rooms		<i>No food or drink permitted in the Chamber (tea/coffee only)</i>	<i>There is no disabled access to the Dressing Rooms</i>	
Corn Exchange	* Town Hall	Magistrates Room								
Council Chamber	Dressing Rooms									
<i>No food or drink permitted in the Chamber (tea/coffee only)</i>	<i>There is no disabled access to the Dressing Rooms</i>									
<p>What time do you require to come into the Buildings initially? (opens from 8am)</p>	<p><i>Time you want the building open for:</i> <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?</p>										
<p>What time will your event finish? (please include the time for bands packing up, caterers and clearing up time etc. Anytime after 11.00pm will include an extra hourly charge.</p>	<p>Building <u>vacated</u> by:</p>									

Session times are based on:

Morning Session	Afternoon Session	Evening Session
8am - 1pm	1pm - 5pm	5pm - 11pm

Please note that the session time *finish* means you have *vacated* the room.

Additional hours can be arranged, either prior to 8.00a.m or after 11.00p.m.

STAGE AND LIGHTING FACILITIES

<p>How many people do you expect to attend your event? _</p> <p>Flexible stage facilities are available in the Corn Exchange. Do you need a stage and, if so, how large would you like it and whereabouts in the room?</p>	<p align="center">Stage</p> <p align="center">YES/NO</p>	<p>Size:</p> <p>Position:</p>
<p>Performance lighting is available in the Corn Exchange. Do you want to use it? If so please give some indication of how. Please ask the Town Hall Keepers for assistance in using the Lighting/Sound.</p> <p>Lanterns and the Lighting Desk are NOT to be re-arranged.</p>	<p align="center">Lighting /Sound</p> <p align="center">YES/NO</p>	<p>If <u>any</u> of the equipment is altered then please inform the Town Hall Keeper, failure to do so will result in a charge.</p>
<p>Both the Corn Exchange and the Town Hall have public address systems. Do you need the use of microphones etc? If you are unsure of this please do not hesitate to contact either the Municipal Buildings Administrator or the Hall Keepers.</p>	<p align="center">Public Address</p> <p align="center">YES/NO</p>	

Do you need to use any of the following? **(Please circle)**

(Please be aware that the Data Projector may already be booked – please check first, we also do not provide Flip Chart Paper or pens).

Data Projector/Slide Projector / Flip Chart Stand / Overhead Projector / Screen / Television / DVD Player

Is anyone attending a wheelchair user? Yes/No

Please make contact with the Town Hall Keeper on duty and advise him of any disabled or wheelchair users that might require assistance in evacuating the building.

The Town Hall Keepers will be pleased to discuss with you precisely what facilities are available and what some of the options are.

KITCHEN FACILITIES

Tea and Coffee Facilities

Every Room has a kitchenette available at no extra cost. **Although we don't provide tea bags, coffee and milk etc. we do have cups, saucers, teaspoons, tea urns, kettles and water jugs.**

- YES / NO
- For how many ()

*Please be aware that the Kitchen has **very limited** plates, pots/pans and cutlery. We also do not provide tablecloths. Most Caterers will provide their own.*

Will you be using outside caterers? **YES / NO**

If so, name of caterers: _____

are they bringing the food straight in?

Do they need the use of the cooker?

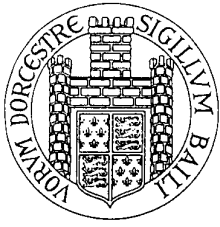
the use of the fridges?

the use of the freezer?

Name: _____

- YES / NO
- YES / NO
- YES / NO
- YES / NO

Make sure to get a copy of their P.L.I.



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861 Fax: (01305) 266085

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

THIS FORM NEEDS TO BE RETURNED WITH THE MAIN BOOKING FORM

PUBLIC LIABILITY – FRIENDS/FAMILY

Name of Hirer		
Type of Event		
Contact Name		
Contact Address		
Contact telephone no:	Landline:	Mobile:
Contact email address		
Date of Event:		
Name and address of friend/family member: Catering	Telephone No.	
Name and address of friend/family member: Disco/Band	Telephone No.	
Name and address of friend/family member: Flowers/Balloons etc.	Telephone No.	

Signed: Date:

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.

Municipal Buildings BAR FACILITY

*The Municipal Buildings are licensed premises and **ALL** requirements for alcoholic refreshments must be arranged through the Licensee.*

He reserves the right to recover the cost of any Special Licence required.

Will you require the Bar to be open? YES / NO

NUMBER OF PEOPLE ATTENDING EVENT? _____

Likely types of sales: _____

What time would you like your bar to be open from:

until

(this **must** include a half hour period for drinking up time).

*Please make all your arrangements for the Bar with the Bar Franchisee, as you are **NOT PERMITTED** to bring in your own alcohol - as per the licensing laws for the Corn Exchange. If there are any special arrangements this has to be shown, in writing, to the Bar Staff or the alcohol will be removed. Anyone found with alcohol not purchased from the bar will be reported to you, or your wardens, and you will be expected to confiscate it. Please note: If any bottles/cans, etc. are found after your event, and not belonging to the bar, you could be charged a corkage fee or lose some of your deposit, so please make sure that all your guests are aware of this. There is a zero tolerance to this rule being broken.*

The bar can be contacted on **01305 265353** or email: **info@kingsarmsdorchester.com** and you would be well advised to contact them about your detailed requirements well in advance of your event or in case of cancellation.

Public Liability Insurance

From May, 2006 Public Liability Insurance is **required if the hirer is bringing any third parties in to the building i.e.: Florists, Bands or Discos or Caterers.** The hirer and their guests are covered by our policy but our Insurers will not insure other people's equipment. I need to see a copy of their policy and check that they are covered for £2M or more and that the policy is in date. If the band members are in the Musicians Union they get the cover for free. If they refuse to get insurance the hirer will have to get Event Insurance. **No certificate - no entry.** Please make sure that you attach a copy of their P.L.I. to your booking form.

Will you be hiring anyone for your event? Yes/No

Failure to do so will result in your booking being cancelled prior to the event.

Friends/Family Yes/No Catering Disco Band Other please specify _____

(Please note: An additional form will need to be filled in for information on friends/family - failure to do so will affect your hiring)

Caterer Yes/No Please obtain a copy of their P.L.I.

Disco/Band Yes/No Please obtain a copy of their P.L.I.

Other: Yes/No Please obtain a copy of their P.L.I.

(Please Specify, i.e. Balloon Company/Florist etc.) _____

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 7 days 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.

ROOM LAYOUTS

Please complete for ALL events

If you have a seating or table layout in mind please draw a rough sketch of it in the space provided. We have 6ft trestles, 6ft round and 3ft square tables available. If there are any other requirements which you think would be useful to the Town Hall Keepers in preparing for your event, please include them here. If you do not fill it in then you will be setting up your room on the day of your hire.

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

How did you hear about the Corn Exchange as a Venue? (Please circle)

Thompson Directory Yellow Pages Dorset Evening Echo
Dorset Life The Internet - Generally Corn Exchange Web Site
Dorset Magazine Previous Use Other

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:-

cornexchange@dorchester-tc.gov.uk

Visit our Web-site www.dorchester-tc.gov.uk

Dorchester Municipal Buildings
Dorchester Corn Exchange
High East Street
Dorchester, Dorset
DT1 1HF

Tel: 01305 265840



TERMS AND CONDITIONS OF HIRE

Please read carefully

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.
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:

TERMS AND CONDITIONS OF HIRE

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 PUBLIC LIABILITY 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.

PLEASE DO NOT HESITATE TO CONTACT THE OFFICES SHOULD YOU REQUIRE ANY FURTHER CLARIFICATION.