



DORCHESTER TOWN COUNCIL

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

e-mail cornexchange@dorchester-tc.gov.uk

www.dorchestercornexchange.co.uk

Application for Hire of the Municipal Buildings

Please fill in **ALL** parts - failure to complete will result in the form being returned.

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

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

Will you be having a Disco/DJ/Tapes/CD? Yes/No

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

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

FOR OFFICE USE ONLY

| | |
|-------------|--|
| Booking No. | |
| Invoice No. | |
| Bar | |
| 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.**

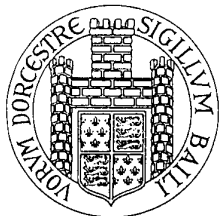
| ROOM CAPACITIES | Meetings | Dances/Discos | Fashion Shows | Receptions | Dinner Dances |
|------------------|----------|---------------|---------------|------------|---------------|
| Corn Exchange | 300 | 300 | 250 | 200 | 180 |
| Town Hall | 120 | 80 | - | 80 | - |
| Magistrates Room | 40 | - | - | - | - |
| 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.
- ◆ Smoking within the Municipal Buildings is strictly prohibited as from 1st July, 2006

I hereby apply for the use of the above-mentioned accommodation in the Municipal Buildings, Dorchester upon the **terms and conditions 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>Please provide as many numbers as possible.</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> | <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 colspan="2" style="text-align: center;">Council Chamber</td> <td style="text-align: right;">Dressing Rooms</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>No food or drink permitted in the Chamber (tea/coffee only)</i></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> | | |
| Corn Exchange | Town Hall | Magistrates Room | | | | | | | | |
| Council Chamber | | Dressing Rooms | | | | | | | | |
| <i>No food or drink permitted in the Chamber (tea/coffee only)</i> | | | | | | | | | | |
| <p>What time do you require to come into the Buildings initially? This is needed to ensure the Building is open for you at the correct time</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 vacated by:</p> | | | | | | | | | |
| <p>Session times are based on:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Morning Session</td> <td style="text-align: center;">Afternoon Session</td> <td style="text-align: center;">Evening Session</td> </tr> <tr> <td style="text-align: center;">8am – 1pm</td> <td style="text-align: center;">1pm – 5pm</td> <td style="text-align: center;">5pm – 11pm</td> </tr> </table> <p><i>Additional hours can be arranged, either prior to 8.00a.m or after 11.00p.m</i></p> | | Morning Session | Afternoon Session | Evening Session | 8am – 1pm | 1pm – 5pm | 5pm – 11pm | | | |
| Morning Session | Afternoon Session | Evening Session | | | | | | | | |
| 8am – 1pm | 1pm – 5pm | 5pm – 11pm | | | | | | | | |

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.

| STAGE AND LIGHTING FACILITIES | | |
|---|---|------------------------|
| How many people do you expect to attend your event? | | |
| 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? | Stage YES/NO | Size: Position: |
| Performance lighting is available in the Corn Exchange. Do you want to use it? If so please give some indication of how. Lanterns and the Lighting Desk are NOT to be re-arranged. | Lighting YES/NO | |
| 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. | Public Address YES/NO | |
| Will you be supplying Public Liability Insurance Proof? (See Page 8 – Terms & Conditions of Hire) | YES/NO | |
| <p>Do you need to use any of the following? (Please circle)</p> <p><i>(Please be aware that the Data Projector may already be booked – please check first, we also do not provide Flip Chart Paper or pens).</i></p> <p>Data Projector/Slide Projector / Flip Chart Stand / Overhead Projector / Screen / Television / Video/DVD Player</p> | | |
| <i>The Town Hall Keepers will be pleased to discuss with you precisely what facilities are available and what some of the options are.</i> | | |
| KITCHEN FACILITIES | | |
| <p><u>Tea and Coffee Facilities</u></p> <p>Every Room has a kitchenette available at no extra cost. <u>Although we don't provide tea bags, coffee and milk etc. we do have cups, saucers, teaspoons, tea urns, kettles and water jugs.</u></p> | <ul style="list-style-type: none"> • YES / NO • For how many () <p style="color: red;"><i>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.</i></p> | |
| <p>Will you be using outside caterers? YES / NO</p> <p>If so, name of caterers: _____</p> <p>are they bringing the food straight in?</p> <p>Do they need the use of the cooker?</p> <p style="padding-left: 40px;">the use of the fridges?</p> <p style="padding-left: 40px;">the use of the freezer?</p> <p>If so please state times of use of main kitchen</p> | <p>Name: _____</p> <ul style="list-style-type: none"> • YES / NO • YES / NO • YES / NO • YES / NO | |

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, Pete & Tracey Whittle as you are **NOT PERMITTED to bring in your own alcoholic/soft refreshments - as per the licensing laws for the Corn Exchange.**

They can be contacted on **07977 222147** or email: peter@peterwhittle.orangehome.co.uk and you would be well advised to contact them about your detailed requirements well in advance of your event or in case of cancellation.

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.

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

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.
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:

| | 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 | 20/40 | - | - | - | - |

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.