



DORCHESTER TOWN COUNCIL

19 North Square, Dorchester, Dorset DT1 1JF

Tel: 01305 266861

www.dorchester-tc.gov.uk

email: cornexchange@dorchester-tc.gov.uk

Application for Hire of The Town Hall

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

Tel: 01305 819039

The Town Hall

Rooms size – 27ft x 50ft (8.2m x 15.45m)

Located at first floor level, overlooking the main high street of Dorchester, this second major room is ideal for larger meetings, weddings, receptions, dances and art exhibitions – There is a lift to the first floor.

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)

Max. No. of attendees expected _____

(maximum number – 120 (theatre style))

Session times are based on:

Morning 8.00am – 1.00pm

Afternoon 1.00pm – 5.00pm

Evening 5.00pm - 11.00pm
(Midnight by prior arrangement)

Please note that the session time finish means you have vacated the room – extra hours can be arranged, prior to 8.00am or after 11.00pm

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).

Please specify room layout

required: (You can discuss this with the Town Hall Keepers prior to your event)

Boardroom (chairs around a central table)

Theatre Style (rows of chairs)

Circle of chairs

U shape of tables/chairs

Other (please describe)

Equipment

Data Projector

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

	Pens.
<input type="checkbox"/> Screen	<input type="checkbox"/> Flip Chart Stand

Tea & Coffee Facilities	
Small Kitchen available. We can provide cups, saucers, teaspoons, tea urns, kettles and water jugs but you will need to bring your own tea bags, coffee, milk etc. If you have booked the main Kitchen please be aware this is some distance from the Town Hall, ask for details.	Yes/No For how many ()

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. (Received: Yes/No)
Are Family/Friends providing the Catering, Disco/Band?	Yes/No	If yes, do not require Public Liability
Name and address of Family/Friend member:	Mr/Mrs/Ms:	
Catering/Disco/Band/Other	Mr/Mrs/Ms:	
Signed:	Date:	
<i>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.</i>		

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 depending on the individual hire, i.e. live bands/dance classes etc. If your event DOES NOT involve the use of music/words that is in copyright and not covered by other license agreement, please confirm by signing below. (Private Events are excluded from PRS)	
I CONFIRM THAT THE EVENT NAMED ABOVE <u>WILL NOT</u> CONTAIN ANY MUSIC FOR WHICH PRS FEES ARE DUE: <u>If you do not fill in this part we will presume that PRS fees are to be applied.</u>	
Signed: Print Name: Clients should ensure when booking rooms that their booked time includes sufficient time to set up and clear away after the event.	Date:

Signed:	Date:
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Application for the Corn Exchange Bar

Contact Telephone Number: Sam Wood: 01305 266926
 Email: enquiries@dorchesterarts.org.uk

I apply for the use of the Town Hall, 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**

Please make sure to return your form to confirm your booking.



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.

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

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