



# DORCHESTER TOWN COUNCIL

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

## Application for Hire Weymouth Avenue Recreation Ground Pavilion, Weymouth Avenue, Dorchester, DT1 2RY

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)

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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	
Pavilion			
Extra Hours			
Performing Rights			
Deposit*			
<b>SUB TOTAL</b>			
<b>V.A.T</b>			
<b>TOTAL</b>			

- At the discretion of the Council

**Please Note: Charges are revised from the 1<sup>st</sup> April every year.**



- ◆ Hire of the Pavilion includes Heating, Lighting, Tables, Chairs, Tea/coffee facilities; please provide 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 Pavilion is a Non Smoking Premises

I hereby apply for the use of Weymouth Avenue Pavilion, Weymouth Avenue, 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. 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:
What time do you require to come into the Buildings initially? (See below for session times)	<i>Time you want the building open for:</i>  <i>Please be aware that a staff member can only wait <u>30mins</u> after this <u>time</u> – if you have not arrived by then the building may be locked and unobtainable for hiring</i>
Equipment required:	Flip Chart Stand <input type="checkbox"/> Projector Screen <input type="checkbox"/>
What time will your event actually begin?	
What time will your event finish? Must finish by 4.00pm	
How many people do you expect to attend your event?	

**ROOM LAYOUTS**

If you have a seating or table layout in mind it would be a great help if you could draw a rough sketch of it in the space provided.

**Room Hire Charges from April 1<sup>st</sup> 2011 – 31<sup>st</sup> March 2012**

*Sessions run: 8am – 1pm 1pm–4pm - Please note: meeting has to finish by 4.00pm*

<b>Voluntary/Charitable Organisation Rate</b>	Session Rate
Weymouth Avenue Pavilion	£30.75 + Vat

<b>Non Commercial /Private Event</b>	Session Rate
Weymouth Avenue Pavilion	£39.20 + Vat

<b>Commercial</b>	Session Rate
Weymouth Avenue Pavilion	£50.60 + 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 Pavilion, 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 Pavilion 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 Pavilion 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 Pavilion or any part thereof during the Hirer's use or occupation.
9. All persons using the Pavilion 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 Pavilion 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 Pavilion 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 Pavilion.
13. In the event of Fire it is the Hirer's responsibility to evacuate the Pavilion following the Emergency signs that are on display.
14. Any Organisation using the Pavilion 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 Pavilion should, in his/her opinion, the number exceed the permitted capacity.

*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](mailto:j.hollings@dorchester-tc.gov.uk)*