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| **X:\Drawings\SEALCOL.jpg** |  **DORCHESTER TOWN COUNCIL** **19 North Square, Dorchester, Dorset DT1 1JF** **Tel: 01305 266861/01305 819035** **www.dorchester-tc.gov.uk** **email: admin@dorchester-tc.gov.uk** |



**Application for the Hire of the Borough Gardens House**

Community Space, Cornwall Road, Dorchester, DT1 1RG

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| Borough Gardens House Room Capacity: 50 (Theatre Style) |
| Wifi available – instructions for use in the venue.  |
| Event Date(s) |   |
| Event Title |  |
| Organisation |  |
| 🞏 Voluntary/Charitable Organisation | 🞏 Non Commercial/Private Event | 🞏 Commercial (please tick appropriate box) |
| Contact Name |  |
| Invoicing AddressPurchase Order No: ……………..…...…..…All DC Bookings require this prior to booking. |  |
| Contact Details | Telephone:Mobile:E-mail: |
| Max. No. of attendees expected (maximum number – 50 – dependant on layout) ……………(50 is theatre style only) |
| Session times are based on: |
| Morning Session8.00am – 1.00pm | Afternoon Session1.00pm – 5.00pm | Evening Session5.00pm – 11.00pm |
| *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**No Parking available, local car park a few minutes away - arrangements for dropping off and picking up can be arranged.* |
| Arrival Time:Event Begins:Departure Time: If the hire is outside of normal Borough Gardens opening hours you will need the key code to open/lock the premises. |
| Hire includes Heating, Lighting, Rectangular Tables, Chairs, Countertop Air Fryer/Oven Combi.Tea/Coffee facilities. Please provide your own catering/supplies  |

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| Equipment |
|  🞏 Screen (no projector) 🞏 Flip Chart Stand only |
| Tea & Coffee Facilities |
| 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.  | Please ensure all equipment used is cleaned and that the room is tidy before you leave. |
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| Signature |
| I apply for the use of Borough Gardens House, for the purpose stated and agree to terms and conditions and payments of all associated costs with the hire:Signed: ………………………………………………………… Date: ………………………………………Print name: …………………………………………………….You may pay direct to our account at:Lloyds Bank, Dorchester,Sort Code 30-92-69Account No. 00210258.Name: Dorchester Town CouncilPlease 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 clearaway after the event. |

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| **Prices include VAT.** **Performing Rights Fee may also be payable.** | **Per** **Session****£** | **Hourly****Rate****£** | **Hourly from 5.00pm****£** |
| Voluntary and Community Organisations | 61 | 29 | 41 |
| Other Non-Commercial or Private Events | 71 | 31 | 46 |
| Commercial | 97 | 41 | 66 |
| *Some discounts may be available for Regular Hirers* |

**TERMS AND CONDITIONS OF HIRE**

1. All the aforesaid charges are to be paid in advance of the date of the hiring.

2. In the event of the cancellation of a booking, fees may be applicable.

3. As from 1st July 2006 the Borough Gardens House is a non-smoking building, and the hirer is responsible for ensuring that this condition is adhered to.

4. Sub-letting is not permitted.

5. The Council reserves the right to exclude and remove from Borough Gardens House any person creating a disturbance or using offensive language.

6. The Hirer shall take all necessary steps to ensure that persons using 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 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 Borough Gardens House or any part thereof during the Hirer's use or occupation.

9. All persons using Borough Gardens House 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 Borough Gardens House 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. All fire exits are to be always kept clear, and the main doors shall remain open or unlocked as appropriate at all times when members of the public are in Borough Gardens House.

12. In the event of fire, it is the Hirer’s responsibility to evacuate Borough Gardens House following the Emergency signs that are on display.

13. Any organisation using Borough Gardens House 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.

14. Any equipment brought in by the hirer should be Pat Tested.

15. 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.

16. I would draw your particular attention to condition 10 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 Borough Gardens House. The Council, by law, has a duty of care to ensure the health safety and wellbeing to all persons visiting Borough Gardens House 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