



CIVIC CENTRE EVENT BOOKING FORM 2023

HIRER'S DETAILS

DATA NOTE: You agree that information will be used solely for the purpose contacting you regarding this booking.

Name	
Organisation	
Telephone	
Email	
Address	
Social Media	@ (FB Username if appropriate)

EVENT DETAILS

In the case of a booking for a regular event/s, please indicate frequency (weekly/monthly etc). For all events, please ensure you indicate set-up/down times required. Please note that set-up and set-down times are charged at half the applicable hourly rate.

Date(s) and Time(s) required and estimated attendees Minimum Booking – 1 hour.	Date:		Set up	Start Time
	No of Adults			
	No of Children		Set down	End Time
Please indicate if this is a Single / Regular booking	Single / Regular (delete as appropriate)			
	Complete for regular bookings only			
	No. of sessions	No. of hours	Total Hours	Agreed Hire Fee
				£
Type of Event (e.g. Party, Keep Fit, Exhibition)		Please also indicate the type of entertainment (e.g., disco/band)		
Is this a commercial / profit making booking? If so, we will need to see your Public Liability Insurance details, which should accompany this form.		Private / Commercial (delete as appropriate)		
Is this a private or public event?		Private / Public (delete as appropriate)		
If this is a public event, will it be attended by children under 16 or vulnerable adults?		Yes / No (delete as appropriate) If yes, we will ask for more information from you before we can confirm the booking		

FACILITIES REQUIRED

Room/s required	Edward German / Bar Lounge / Whole of Upstairs / Main Hall / Sports Hall / Whole of Building / Interview Room (delete as appropriate)		
Do you require a Licensed Bar? Please refer to conditions re security	Yes / No (delete as appropriate) Please note that information on this form will be shared with the Civic Centre's licensee, who may need to contact you directly to clarify specific details		
Do you require use of our Kitchens?	Yes / No if YES – General Use / Cooking (delete as appropriate) If YES – please indicate General Use or Cooking. General is use of cups/urns/cutlery etc, Cooking is use of ovens		
For Catered events, indicate whether seated or buffet	Seated / Buffet (delete as appropriate)		
Do you require tables and chairs? If YES, please indicate numbers and note that this will affect room capacity.	Yes / No (delete as appropriate)		
	Round Tables (5ft)	Rectangular Tables	Chairs
If hiring round tables, will you be hiring our tablecloths? Blue only – charged separately	Yes / No (delete as appropriate)		
Event / Room Dressing (please give brief details)			
Theatre Bookings – Do you require use of the Civic Centre Dressing Rooms?	Yes / No (delete as appropriate)		

COMMERCIAL BOOKINGS (WITH ALCOHOL) – please refer to Terms & Conditions of Hire

Name of Security Company	
Number of SIA Registered Door Staff booked	

ESTIMATED TOTAL HIRE PRICE: £ _____ NON-REFUNDABLE DEPOSIT: £ _____

Whitchurch Civic Centre is managed by Whitchurch Town Council. All bookings are subject to availability and written confirmation (with confirmed fee/s). No responsibility will be taken for events which are cancelled due to breach of conditions and circumstances beyond our control. Event Booking Terms and Conditions are attached to this Booking Form and all bookings are subject to confirmation of acceptance and agreement of total fee/s.

I confirm that I have read the Conditions of Hire, which form part of this agreement, and will abide by them. I agree to indemnify Whitchurch Town Council against any liabilities arising out of my use of Whitchurch Civic Centre, which are not due to the neglect of Whitchurch Town Council. Completed Forms should be returned to the address on the header.

Signed: _____ Date: _____

Office Use Only: Deposit taken – Yes / No Bar Booked – Yes / No	Correct Fee Calculated – Yes / No Form to Licensee – Yes / No	Entered in Diary – Yes / No Staff Member initial:
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WHITCHURCH CIVIC CENTRE: TERMS & CONDITIONS OF HIRE

Please read these Terms & Conditions **before** making your booking – by signing the booking form you are agreeing to abide by them. **If there are any aspects you don't understand or need to clarify details, please check with us first. By completing this form you agree that information supplied will be kept on file and used to contact you in relation to your event. Privacy Notice available on request.**

You must be at least 18 years of age to hire our facilities and Terms & Conditions are applicable whether or not a hire fee has been paid.

1. Booking, Fees and Payments

Bookings are made by contacting the Civic Centre Reception Hub, who will advise on availability. Facilities may be booked for single or regular lettings and are subject to acceptance. Exclusivity cannot be guaranteed and, in the case of regular bookings, from time-to-time, we may alter the location of your event for operational reasons, but you will be fully informed prior.

Requests to 'reserve' facilities will be honoured for 2 working days to allow you to confirm.

Fees are charged by the hour, subject to a minimum 2-hour period. You must also indicate your set-up/set-down times, which are charged in addition to event fees. Please refer to our current scale of charges. The fee/s charged will be those in force at the time of booking, though these are subject to change.

Deposits, where taken, all deposits are non-refundable. In certain circumstances we may also charge you a separate bond, which will be returned after the event. If the premises are left in an unsatisfactory condition arising from your use, this bond may be forfeited or, in extreme cases, additional costs for cleaning, repairs or loss replacement may be recharged to you. For all private bookings a non-refundable £20 deposit is required, which will be deducted from your final invoice (unless circumstances dictate otherwise); if the hire amount is less than £20 then the fee should be paid in full in lieu of a deposit.

Full payment for the hire must be made 28 days prior to your event, in the case of single bookings, or the booking may be cancelled without notice. In the case of regular bookings, invoices must be paid within 28 days of receipt. Pre-payment for facilities is required for all new long-term hirers.

Cancellation – if your event is cancelled with at least 14 days' notice, any deposit paid will be returned to you. If cancelled within 14 days, any deposit taken is non-refundable. If our facilities are required for a shelter because of civil emergency or other circumstances beyond our control, the hirer shall be entitled to any refund paid, but Whitchurch Town Council shall not be liable to the hirer for any resulting direct or indirect loss or damages.

Opening and closing of our premises is undertaken by Whitchurch Town Council Facilities Staff and all bookings must end at the time/s agreed with you.

Facilities may include the hire of halls, rooms, tables, chairs, tablecloths, kitchen and other equipment. You have the non-exclusive use of our car park facilities and access to all other public areas of the Civic Centre.

The **maximum capacity** for your event will be advised to you at the time of booking and it is your responsibility to ensure that attendance is managed, so that this capacity is not breached.

Access For All – there is access for wheelchair users, designated lavatories, and evacuation equipment. Assistance Dogs are welcome in our premises.

2. Indemnity and other conditions of hire

You agree to indemnify Whitchurch Town Council against any actions, costs or claims arising out of your use of our facilities. It is your responsibility to ensure that you have any necessary licences or insurance appropriate for your use of the premises. For those who use our facilities for business purposes, or on a regular basis, we will ask to see evidence of your public liability insurance and, if appropriate, qualification certificates.

You must take all reasonable precautions to ensure that your use of our facilities is carried out in a responsible way. Out Health & Safety policies are available on request.

You will be responsible for any damage or loss to Whitchurch Town Council arising out of your use during the hire period and for the premises being left in a reasonably clean condition. Please report any damages or breakages.

No charge is made for cleaning, providing all facilities are left clean, tidy and in good repair. Any equipment used must be returned to its proper place after use.

We will dispose of non-excessive rubbish but retain the right to recharge any removal fees should this be necessary.

Please do not attached anything to walls without prior permission.

No **fireworks** or other incendiaries/inflammables (e.g., liquid gas) are allowed within the premises, except for candles of a birthday cake, for example. Please refer to us prior to your booking in case of query.

No **confetti or party sprinkles** are to be used on the premises without separate agreement.

No **bouncy castles** (or similar) are to be erected inside or outside the premises without separate agreement.

No **smoking or vaping** is allowed anywhere within our facilities.

No illegal drugs or weapons may be brought into our facilities.

Livestock, animals, or pets are not allowed in our premises, with the exception of recognised Assistance Dogs.

The **sale or consumption of alcohol** is controlled by the Civic Centre Licensee. Hirers are not permitted to bring their own alcohol into our facilities unless exceptionally agreed. Notwithstanding, licencing rules / times must always be adhered to where the licensed bar is operational. Please see the section below on "Event Security" for additional guidance.

You are asked to treat our staff, other Civic Centre users and neighbours with respect at all times.

3. Other Essential Information

Fire Safety - A separate briefing is attached in relation to Health & Safety / Fire Safety, which is overseen by Civic Centre Facilities Staff. Notwithstanding, you must nominate a 'competent person', to take charge of your group/attendees in the case of **fire** who will be responsible for ensuring anyone in your area can escape unimpeded through the fire exits and assemble in the nominated area. You should familiarise your self with the location of fire extinguishes and emergency exits and the importance of always keeping fire doors unobstructed during your hire. You should also ensure you bring a mobile phone in case of emergencies, though Civic Centre Facilities staff will be on hand.

Health and Safety – you are responsible for the health & Safety of your group and all risk assessments associated with your activity, especially any employees you may bring onsite.

Electrical Equipment – any equipment brought into our facilities during your hire (music players, equipment, extension leads etc) must be suitably PAT certified.

Food Safety - Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event in our facilities to ensure that they are aware of and abide by all legal requirements. Whitchurch Town Council is not responsible for any food brought into the premises.

Child Protection / Vulnerable Adults – it is the responsibility of the hirer (under Children’s Act 2004) to always ensure the safety of all children at any event. There is also a responsibility to safeguard vulnerable adults. Hirers are responsible for ensuring that adults having continued or close contact with children and/or vulnerable adults have undergone DBS (Disclosure & Barring Service) checks. We reserve the right to ask for proof of this as part of the hire of our facilities.

Personal Items – Whitchurch Town Council will take no responsibility for any personal items left on the premises or any damage caused to them. Similarly, the use of **parking facilities** at the Civic Centre is at your own risk.

Set-up / Set-down – no equipment / apparatus can be left on the premises either before or after your period of hire without the express permission of Whitchurch Town Council and no responsibility will be taken for equipment / apparatus if this is allowed.

Accidents / Near Misses – should be reported to the Civic Centre Facilities Staff on duty and an Accident Report Form completed. First Aid kits are available on the premises.

Whitchurch Town Council reserves the **right to cancel** any booking by giving notice in writing and returning the hire charge and deposits in the case of emergencies or should the purpose of the hire be in anyway improper or unauthorised. Whitchurch Town Council will not be responsible for any losses incurred if this is the case and future bookings may be refused.

In the event of dispute, the decision of Whitchurch Town Council is final.

EVENT SECURITY FOR EVENTS INVOLVING THE SALE, PROVISION AND CONSUMPTION OF ALCOHOL

All hirers are responsible for the security of their event/s. All **small private bookings**, not for commercial purposes (e.g., parties) would generally only require stewarding by Whitchurch Town Council Facilities Staff, depending on the size and nature of the booking. However, the requirement for additional SIA-badged security would be assessed on a case-by-case basis by Whitchurch Town Council, taking into consideration the views of the Civic Centre Licensee

All commercial (for profit / ticketed) bookings require SIA-badged security staff, currently determined at a ratio of 2 for the 1st 100 attendees, and an additional 1 for every 100 attendees thereafter. It is your responsibility to arrange this security cover using a reputable company

All Theatre Productions (Amateur or Professional), provided they finish before 10.30pm, will not require SIA door staff but will be required to have stewards for the duration of the performance & until the audience have exited (minimum ratio of 2 per 100, plus 1 per wheelchair user and 1 per additional 100 attendees)

Thank you for your co-operation – we want you to enjoy the use of our facilities and adherence to our conditions of hire ensures the safety and enjoyment of all who use Whitchurch Civic Centre.