



Hire of Rooms

Full Name of Hirer: _____

Address: _____

_____ **Telephone No:** _____

Individual/Group/Business: _____

Signature to confirm that I _____ have read the Rules & Regulations and will adhere to them.

Date: _____

The Town Clerk reserves the right to refuse any application for the use of Highworth Town Council offices. The Town Clerk may refuse an application to use the Council facilities if the use by a particular organisation or individual presents a risk of public disorder.

All arrangements for the use of Highworth Town Council facilities are subject to the Town Clerk reserving the right to cancel bookings when the premises are required for use as a polling station or are rendered unfit for use.

The Council shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Town Council, except as provided for in (c) above.

The hirer will indemnify Highworth Town Council from and against all action, claims, proceedings, and liabilities arising from their use of the premises.

Keys must be collected to allow access to the premises prior to the event. The normal opening hours are Monday-Thursday 9am-5pm and Friday 9am-1pm. In the event of a call out there will be a charge of £25.00.

Rules & Regulations

1. Safety Requirements

- 1.1 The hirer is responsible for removing and refuse at their own costs.
- 1.2 The hirer is responsible for setting out and putting away all equipment/furniture used; for washing/drying all crockery; for leaving the rooms in the same condition as they were found in (cleaning tabletops and sweeping the rooms used etc.)
- 1.3 The hirer is responsible at all times for the full provision of health and safety measures as defined by law.
- 1.4 Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:
- 1.5 Obstruction must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public access.

- 1.6 The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
- 1.7 Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- 1.8 It is the responsibility of all hirers to inform their “guests” of the fire exits and fire regulations notice at all meetings. In the event of a fire alarm being activated it is the responsibility of the hirer to evacuate personnel from the room(s) being hired. The hirer is responsible for accounting for all persons attending their activity.
- 1.9 The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Town Clerk.
- 1.10 Performances involving danger to the public are not permitted.
- 1.11 Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g.: polystyrene, cotton, etc) shall be undertaken or erected without the consent of the Town Clerk.
- 1.12 No unauthorized heating appliances shall be used on the premises.
- 1.13 The First aid box is readily available to all users of the premises. It is located in the kitchen.
- 1.14 All electrical equipment brought into the building shall comply *with the electricity at work regulations 1989 (SI1989/635)*. Highworth Town Council disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

2. Supervision

- 2.1 The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision.
- 2.2 When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty.

3. Intoxicating Liquor

- 3.1 The sale of alcohol is prohibited unless:
 - The hirer has applied for and received a temporary events licence (available from Swindon Borough Council on payment of appropriate fee). A copy of which must be supplied to HTC prior to the booking.

4. Betting, Gaming and Lotteries

- 4.1 Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the Town Council premises shall ensure that the requirements of the relevant legislation are strictly observed.

5. Stage Plays

- 5.1 Highworth Town Council must be given at least 4 weeks' notice of a stage play production, so that the appropriate license may be obtained from the local Council which itself requires 3 weeks' notice.

6. Recorded Music Licence

- 6.1 It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) and, if so, to obtain one.

7. Storage

- 7.1 The permission of Highworth Town Council must be obtained before goods or equipment are left or stored at the Council Offices, except that the Town Clerk is authorised to grant permission for the overnight storage of goods and equipment brought to the Council Offices for a particular function or event.

8. Loss of Property

- 8.1 Highworth Town Council cannot accept responsibility for the damage to, or the loss of theft or, the user's property and effects.

For Office Use only

One off/Ongoing

Invoice Number:

Entered into Room Bookings