



## WITNEY TOWN COUNCIL PUBLIC HALLS Booking Form

<b>Name</b>		
<b>Organisation</b> <i>if applicable</i>		
<b>Address</b>  <i>If organisation or company, please enter the billing address</i>		
<b>Telephone</b>	Daytime	Mobile
<b>E-mail address</b>		
<b>Venue and Room</b> <i>i.e., Corn Exchange/Burwell Hall</i>	Hall	Room
<b>Date &amp; Times required</b>  <i>Please note this includes set up and clearing time</i>		
<b>Number of people</b>		
<b>Group Type</b> <i>Group 1: Charity/Local*</i> <i>Group 2: Non-charitable Events</i> <i>Group 3: Commercial/Sales</i>	<i>*A registered charity number must be provided</i>  Group: .....      Reg. Charity no: .....	
<b>Occasion/Function</b>  <i>i.e., Sale, Meeting, Party</i>		
<b>Bar</b> Yes/No	Our halls have their own bar and can be run by our staff, for an additional fee of £50.00. Advance booking necessary.	
<b>Special Instructions</b>  <i>Please use this space to describe any special requirements including room layout and equipment requests.</i>		

**HIRER’S PUBLIC LIABILITY INSURANCE**

In common with most hall operators, the Council’s Public liability Insurance only extends to incidents and events for which it is proved the Council is directly responsible. It does NOT provide cover for any incidents or events for which an individual hirer may be held to be responsible.

This means that if you hire one of the Council’s halls and an incident occurs whereby damage is caused to property or injury to a person, and you are found to be negligent, you could be sued for liable or substantial damages. Consequently, to give hirers a reasonable level of protection it is a condition of hire that appropriate public liability insurance is in place. If you already have such cover, please provide it to the Bookings Office prior to your event.

If you do not have public liability cover, please complete the declaration below. Unfortunately, the Council is unable to offer hirer’s liability cover to: Commercial organisations, Professional organisations, or Political organisations

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I hereby apply for hirer’s liability insurance cover. I understand that the premium will be 10.5% (including Insurance Premium Tax) of the hire charge and is payable with the balance of fees when due. I certify that the hiring does NOT fall into the category of commercial organisations, professional entertainers, or political organisations. I also understand that the Council may refuse cover in other circumstances, in which case I shall have to arrange my own cover and provide evidence of this.

**Signed:** ..... **Date:** .....

**IMPORTANT NOTE:** Bookings will not be confirmed unless this declaration is Completed.

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<p><b><u>Declaration</u></b></p> <p><b>By signing this agreement, you are confirming that you will abide by the terms and conditions as laid out attached, that you have read, fully understand, and agree to these conditions in their entirety. If the terms and conditions are not attached, please contact the Booking Office as an excuse of not reading them will not be permitted later.</b></p> <p><b>Signed:</b> ..... <b>Date:</b> .....</p>
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## **Terms and conditions of Hire**

**Please read and review the following completely before signing to accept these terms and conditions of your booking.**

1. No booking shall be confirmed, nor shall any agreement exist unless:
  - A booking form has been completed by hirers and returned.
  - A damage deposit has been received upon booking (refundable after event).
  - Full payment is required 14 days in advance of the booking.
  - For commercial bookings we require a £150 deposit to secure booking and full payment 28 days before the event.
  - A completed term and conditions & fire safety form has been signed and returned.
  - Appropriate risk assessments and certification has been copied and attached to the booking form, where required.

**Under no circumstances should any event be advertised until all the above have been received and acknowledged by the Bookings Office.**

### **Hiring and Fees**

#### **General**

2. Charges are in accordance with the current published rates and are subject to an annual price review, this will usually take effect in April.
3. Four poster boards are available and can accommodate A4 sized posters subject to available space. No other fly posting is allowed inside, outside or on the building.
4. On request we can advertise your event on our Corn Exchange website. Hirer to provide information and artwork.

#### **Room Hire and Fees**

5. For private parties and functions held in any of our venues a damage deposit of up to £250 will be charged, and not returned until an inspection of the premises after the event.
6. Occupancy outside the booking session times will incur a charge of £26 per hour or part of.
7. Charity groups must provide proof of a registered charity number at time of booking to ensure charity group 1 rates are applied to the booking. Alternatively proof and amount of donation must be supplied after the event. If these are not provided to the council's satisfaction the hirer will be invoiced for the difference.
8. Local groups and community groups will be required to show proof of address to ensure groups 1 rate are applied (i.e., Witney Postcode).
9. Access to the building will only be granted from the start time of your booking – early access is not available. The caretakers will prepare the building with prior instruction but, it is up to the hirer to book the facility to allow enough time for them to set up.
10. You will be expected to have cleared up and vacate the building at the end of your booked time. It is the hirers responsibility to allow sufficient time for them to clear away and leave the building in the condition they found it, this includes the cleaning and putting away of any crockery used. The cost of any significant cleaning required which has not been agreed prior to the event will come out of the damage deposit.
11. If hirers choose to provide their own alcohol we will charge the following corkage charges (per bottle). Wine £9, Sparkling Wine £11 or Champagne £15.

### **Cancellation**

12. Bookings cancelled with less than 72 hours' notice will result in loss of booking fees.
13. The buildings are not normally available for the exclusive use of regular bookings which preclude reasonable access for the local community. Such booking may, therefore, be transferred to similar accommodation or cancelled. Generally, a minimum of two weeks' notice will be given.
14. Any booking is subject to cancellation by the Council without payment of any compensation if the facilities are required for a public purpose, under condition 8, or in any case where, in the opinion of the council, cancellation of the booking is necessary.

### **Restrictions and use of the premises**

#### **General**

15. A bar is available on request at our venues. This is charged at £50.00 to open and Town Council Staff will run and manage the bar for the duration of the event.
16. The hirer is completely responsible for the behaviour of people attending functions. For bar functions and public entertainment after 10pm, the hirer MUST provide stewards to maintain order and fire safety. The stewards must be identifiable as such, appropriately registered and in attendance for the purposes of stewarding, not simply attending the function. The numbers of stewards should be: Up to 70 persons 1 steward, 71-140 persons 2 stewards.

The Premises is fully licenced so the hirer will not need to apply for their own licence.

17. When in use, the premises must be open to free access and inspection by;
  - Authorised officers of licensing authority
  - Police officers
  - Fire authority officers
  - The Witney town council representativeAuthorised officers have authority to take photographs, measurements, recordings, and samples.

#### **Restrictions**

18. The volume of music played at any event must be reasonable and must not cause nuisance to residents who may live nearby. The hirer will be responsible for complying with any request by the council or their representatives to reduce the volume of music.
19. All rubbish & waste should be removed by the hirer. Waste where possible should be separated and recycled. Food waste should be disposed of responsibly.
20. No posters, notices, fittings, or fixtures of any description are to be affixed to the buildings except where fixing points are provided. The cost of making good any damage resulting from a breach of this condition must be paid by the hirer.
21. Use of the stage must be agreed prior to an event if intended for use and an appropriate risk assessment carried out. A charge will be applied if requested at short notice.
22. It is against the law to smoke in the Halls and subject to fixed penalty notices or court action. You must ensure that persons attending your event do not smoke in the building.
23. The hirer is responsible for clearing away discarded cigarette ends from around the entrance doors, failure to do so will result in some of the damage deposit being withheld.

## Fire and Health & Safety

The hirer accepts responsibility to act as Fire Marshall, and must familiarise themselves with:

- The Evacuation Plan
- The Assembly Point

**And must be able to communicate these to the rest of the guests**

1. Exceeding maximum number of persons for each area is ***strictly prohibited***. The maximum person capacity for each room or area is listed below:

- |                 |                         |        |                       |
|-----------------|-------------------------|--------|-----------------------|
| • Corn Exchange | GF Lobby<br>With Bar    | Seated | Awaiting Confirmation |
|                 | GF Lobby<br>Without Bar | Seated |                       |
|                 | Main Hall               | Seated | 132                   |
|                 | Gallery Room            | Seated | 60                    |

**The total capacity of the Corn Exchange must not exceed 182**

- |                        |     |        |    |
|------------------------|-----|--------|----|
| • Burwell Main Hall    | 120 | Seated | 80 |
| • Burwell Meeting room | 30  | Seated | 20 |

**All numbers to include bar staff, stewards, contractors, or entertainers**

2. Any electrical equipment used within the hall by hirers must have proof of Portable Appliance Testing (PAT) in the last 12 months and be used in an appropriate and safe manner. Extension leads and adapters are not permitted.
3. You must always keep every designated exit route free from any other obstruction. You must not conceal viewing, or obstructing access to, any fire-fighting equipment.
4. Disabled persons will have a designated carer who will be responsible for assisting them to exit the building in the event of fire alarm activation. An Evacuation chair is available oin our Corn Exchange venue.
5. Be aware of the fire assembly points, which are marked by green signs.
6. The lift at the Corn Exchange must not be used in the event of a fire.

### Health and safety

7. **No naked flames**, including but not limited to; candles, tea lights, flammable liquids/gases, portable heaters, or paraffin burners are not permitted. If any of the above are found to be in use the damage deposit may be retained in full to cover increase liability.
8. The use of smoke machines or haze machines is not permitted.
9. The hirer will be responsible for the call out charge if the fire brigade attends an alarm call caused use of any prohibited items.

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11. Hirers will be responsible for any costs incurred through tampering of the Council's alarms system.
12. Hirers or their contractors do not use ladders within the halls without proof of working at heights certification.
13. Risk assessments should be in place for each booking. If you have hired in entertainers or acts, they will also be required to have appropriate risk assessment in place, prior to performance in our venues.
14. Every care must be taken to avoid spillage. If spillage does occur, you must ensure the spillage is cleared up as soon possible using blue hand towel and warm water. No detergents are to be used.
15. Children must be properly supervised and have designated persons who will be responsible for their welfare, this includes but is not limited to monitoring them in the car park areas, making sure provision is made for use of toilet facilities and children are kept to safe areas i.e., away from the kitchen or car park.
16. The hirer must report any accidents/incidents/near misses to the Bookings Office as soon as possible.
17. The hirer must report any damage to the building as soon as possible.
18. Three car parking spaces are available for hirers of the Corn Exchange, these are situated at the side of the hall. A temporary parking permit needs to be displayed, this can be obtained from the booking office. No parking outside of the three dedicated spaces is allowed. Ample parking is available in the car parks surrounding Waitrose.

**The council do not hold themselves responsible in any circumstance for loss, damage, theft, or accident within the buildings beyond their legal responsibility as owners of public halls.**

Contact Numbers

07535 830887 Caretaker  
07535 829952 Venue & Events Officer  
07535 830192 Venue & Events Assistant

## **HIRER'S PRIVACY NOTICE**

When you hire one of our Public Halls, hire a sports pitch or hold an event on one of our recreation grounds, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Witney Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Witney Town Council at any time).

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Town Clerk, [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

### **Information Correction**

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Council to request this.

### **Information Deletion**

If you wish Witney Town Council to delete the information about you, please contact the Data Information Officer: Town Clerk at the Town Hall, Market Square, Witney, OX28 6AG, on 01993 704379 or [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.

**Rights Related to Automated Decision Making and Profiling**

Witney Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Witney Town Council Data Information Officer: Town Clerk, Town Hall, Witney, OX28 6AG and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113





## Hall Hire Feedback

We welcome your feedback on your hire to help assist us in ensuring that we can provide the best possible service. Please rate us 5 = excellent to 1 = poor.

### Venue

How happy were you with the venue itself?

5	4	3	2	1
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How would you rate the cleanliness of the venue and it's facilities?

5	4	3	2	1
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### Service

How was the booking experience?

5	4	3	2	1
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Where our staff courteous and responsive to your needs?

5	4	3	2	1
---	---	---	---	---

### Price

How would you rate the venue as value for money?

5	4	3	2	1
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### Comments

Name of Organiser/Organisation \_\_\_\_\_

Contact Tel/Email \_\_\_\_\_

Please return to Witney Town Council, 51 Market Square, Witney, OX28 6AG  
or via email to [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)