



PERSHORE TOWN COUNCIL

Town Hall, 34 High Street, Pershore WR10 1DS

Tel: 01386 561561. Email: admin@pershore-tc.gov.uk

PERSHORE TOWN HALL – BOOKING FORM/CONDITIONS

Organisation (if applicable)

Name of hirer

Address for invoices

Telephone Contact No: Day Evening

Email address:

Date(s) room(s) required **dd/mm/yy**

Time from: to: **(to include setting up and clearing away)**

Expected number of attendees.....

Room/s hiring: *Council Chamber* *Small Meeting Room* *Loggia*

Public Liability Insurance provided (Tick)

Risk Assessment provided **(including current Covid-19 considerations)** (Tick)

Scale of Charges;-

	<u>Mon-Fri 8am – 6pm</u>	<u>Mon-Fri (After 6pm)</u> <u>Sat/Sun/Bank Holidays</u>
• Council Chamber (Minimum Charge of 2 hours)	£12+VAT per hr	£15+VAT per hr
• Small Meeting Room	£2+VAT per hr	£2+VAT per hr + lock up fee*
• Loggia	£4+VAT per hr	£4+VAT per hr + lock up fee*

* Please note: After 4.30pm the use of the small meeting room/Loggia will incur a lock up fee of £10

Please **tick** if you require us to include either of the following:

- I/we require the use of the Kitchen (cost is included in the above scale of charges)
- I/we require the use of the Hearing Loop system

Please note that we require 48 hours notice to cancel a booking, otherwise a fee of £10 may be charged

The Council reserve the right to amend these conditions at any time irrespective of any booking already made.

Revised August 2022

CONDITIONS OF HIRE

IMPORTANT:

Please read these conditions thoroughly. You are signing to say that you understand and accept them.

1. The hirer is responsible for all breakages and damage caused to the building, fittings, fixtures, furniture and equipment and the Town Council will expect compensation from the hirer for any loss or expenditure incurred.
2. The Town Council reserve the right to refuse to hire the accommodation at any time for any reason.
3. Attached to the walls of the Council Chamber are a number of Acoustic Panels, please ensure that these are not touched as this will reduce their effectiveness. Also, no posters, decorations, etc. are to be fixed to the walls, ceilings or furniture *without the prior approval of the Town Clerk*.
4. We have a hearing loop system fitted to the Council Chamber, if you feel that this would be of benefit to your group please indicate this on the booking form, so that we can make the relevant arrangements for you.
5. The hirer must have the necessary Public Liability Insurance to cover their activities. **A copy of the policy is to be provided when booking.** If no insurance is held this must be discussed with the Town Council before the event.
6. It is a Health & Safety requirement that you provide the Town Council with a risk assessment for any activity taking place during the hiring.
7. Any electrical equipment brought into the Town Hall must be in a safe condition and have a current PAT label attached.
8. The use of any portable heaters is **not** allowed under any circumstances.
9. Entry/exit of the building will be via the hirers entrance only (side door accessed via the walkway) unless alternatives are agreed at the time of booking.
10. The entry code will only be given after the booking form has been completed, signed and the conditions of booking accepted, and must not be shared. If there are any problems with entering the building, or in an emergency, the Town Clerk may be contacted via the mobile number - **07857618587**.
11. During the evening, access to the building will be by arrangement with the Town Clerk when a completed booking form is received. The building and walkway will be locked by our appointed security firm 15 minutes after the end of the booking as stated on the booking form. It is therefore requested that the building is vacated by that time and that any vehicle is moved out of the walkway. If a hirer vacates the building before the security company arrives it is essential that the side door is secure to avoid third parties entering the building.
12. The hirer is responsible for opening and locking the building at the beginning and end of the hiring period and switching off lights; and must ensure that no-one is remaining in the building. All toilets and unlocked areas to be checked before finally locking up. In the event of damage being caused by an intruder, the Town Council insurance would become invalid.
13. The hirers must make themselves aware of the fire safety procedure. **Also it is the responsibility of the person signing the booking form to ensure that all those present at the meeting are aware of**

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the Fire Safety procedure / location of toilets (including universal access) at the start of the meeting.

14. Smoking is not allowed in any part of the building.
15. Any door marked as a fire-door must not be wedged open at any time.
16. No advertising material/display boards are allowed to be put in place without the prior consent of the Council. Section 132 of the Highways act 1980 prohibits any signs or pictures to be placed on the highway, tree or structure. Section 148 of the Highways Act 1980 prohibits depositing of anything on the highway that may cause an interruption or nuisance (this includes A boards).
17. The premises to be left in a clean and tidy condition as you would wish to find them.
18. Due to the limited space at the Town Hall there is only one car space for hirers.
19. In signing this form, you are accepting responsibility for your use of the Town Hall during the period of occupation.
20. The Town Council reserves the right to request any organisation who has a block booking to relinquish that booking up to a maximum of 6 times in any calendar year, provided the council gives the organisation 3 months notice of its intention to exercise that right.

HEALTH AND SAFETY PROCEDURES FOR HIRERS

- When arriving at the Town Hall, the person responsible for the booking is to sign in at the front office (during office opening hours). This person is then responsible for informing the other members of the group of the procedures.
- The responsible person should ensure they are aware of, and communicate to their group, the location of the fire exits and assembly point in the case of fire (St Andrews Gardens).
- The responsible person should ensure they are aware of the people in their group for nominal roll purposes.
- The first aid kit is located in the kitchen. Please inform the office if you have used any supplies so that they may be replaced.
- Upon vacating the building, please switch off all lights (including checking the toilets), and radiators and close the side door on the yale lock. The responsible person is to advise the front office that they are leaving the building and sign themselves out.
- In the event of the fire alarm sounding, evacuate the building and meet at the assembly point. Call the fire brigade and contact the **Town Clerk on 07857618587**

DATA PRIVACY NOTICE PERSHORE TOWN COUNCIL

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Council's possession or likely to come into such possession.

The processing of personal data is governed by [the General Data Protection Regulation 2016/679 (the "GDPR")¹]. Pershore Town Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

The Town Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To offer you services from the Council (e.g.: floral displays, grants and allotments)
- To invite you to civic functions and other events (eg: Mayor's charity events, Civic Service, Chapel Christmas service and Remembrance Day)
- To send invoices for services provided.

Your personal data will be treated as strictly confidential and will not be shared with anyone other than staff and members of Pershore Town Council. We will not share your data with third parties.

We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes outlined above.

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Town Council holds about you;
- The right to request that the Town Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Town Council to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

By signing this form you agree to abide by the 'Terms and Conditions of Hire' and that you are confirming that you have read this Data Protection Notice and that you are consenting to Pershore Town Council holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent): -

To offer you services from the Council (eg: floral displays, grants and allotments)

To invite you to civic functions and other events (e.g.: Mayor's charity events, Civic Service, Chapel Christmas Service and Remembrance Day)

To send invoices for services provided.

You can grant consent to all the purposes, one of the purposes or none of the purposes.

Where you do not grant consent we will not be able to use your personal data to provide you with the service except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting townclerk@pershore-tc.gov.uk

Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

Name

Address

Telephone

Email address

X..... **SIGNED**

X..... **DATED**

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