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| **PENRITH TOWN COUNCIL** |
| **Please return to**:  Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  Tel: 01768 899 773  Email: [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.co.uk) Website: www.penrithtowncouncil.gov.uk |

**Please fill in ALL sections**

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| **DETAILS OF YOUR ORGANISATION** | | | |
| Name: | | | |
| **Organiser/secretary details:** | | | Invoice to be sent to: |
| Name: | | | Name: |
| Address: | | | Address: |
| Postcode: | | | Postcode: |
| Telephone: | | | Telephone: |
| Mobile: | | | Mobile: |
| Email: | | | Email: |
| Is your organisation a registered charity? | **Yes** | **No** | Registered Charity Number: |
| **PUBLIC LIABILITY INSURANCE** | | | |
| If your organisation has Public Liability Insurance, please provide a copy of the certificate with this form. | | | |
| Public Liability Insurer: | | | Policy Expiry Date: |
| **DATE AND MEETING DETAILS** | | | |
| Date: | | | |
| Title of meeting: | | | |
| Number of people attending: | | | |
| Start time: | | | |
| End time: | | | |
| Equipment:  **PLEASE TICK** | Projector | | Hearing Loop |
| Flipchart stand | |  |

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| **TERMS & CONDITIONS OF HIRE** | |
| For these conditions the terms ‘hirer’, ‘you’ or ‘your’ mean an individual hirer or the authorised representative of an organisation. The terms ‘we’ or ‘Council’ mean Penrith Town Council. The term ‘event’ means the function specified in the Booking Form. Hirers are advised to view the facilities in advance of booking.   1. **Booking**  * Fees are reviewed set by the Town Council annually in May and are currently charged per hour. * Any hirer must be over the age of 18 * Rooms must be left in a fit state for use at the end of the hiring * The council reserves the right to refuse a booking without giving reason  1. **Period of Hire**  * The premises are not available for hire on Mondays and Tuesdays nor between the hours of 19:00 and 09:00. * You must keep to the period of hire specified on the booking form. * You will indemnify the Town Council against any claim, loss or costs arising from your failure to vacate the premises at the agreed time.  1. **Payment**   These terms apply to all the standard and concessionary fees:   * Non-regular users will be required to provide a non-refundable deposit of 50% with the booking form. * Regular users will be invoiced after the event and will not need to pay a deposit.  1. **Cancellation**  * We reserve the right to cancel the agreement for hiring at any time if the premises are needed for purposes of local importance not contemplated at the time of hiring or if the hiring is not deemed to be in the best interest of the Town Council. * Our decision to cancel will be final, and fee paid will be returned to you and you agree to accept it in full settlement of all claims, costs, losses and damages that you might otherwise have against us arising from the cancellation. * In the event of you cancelling a booking or if you fail to attend your booking, the following cancellation charges will apply:   0-7 days’ notice - Loss of deposit and 100% of full fee   1. **Additional Staff Working**   Where it is necessary for staff to work additional hours to prepare for your event, or to clear up afterwards, you may be invoiced for the costs involved.   1. **Assignment or sub-letting**   You must not:   * Assign the agreement for hiring * Sub-let any or all the premises * Use the premises for any purpose other than specified on the booking form  1. **General**   These conditions apply to all users of the accommodation. If you do not keep to these conditions you will have to indemnify us against any loss, fine or expense arising.   1. **Damage to the fabric of the building or its fittings**  * You must not drive any nails, tacks, drawing pins, screws or similar into the walls, doors, floors, woodwork or any part of the structure, nor use any adhesive or adhesive tape to fit items to floors or walls. * You must take every care not to damage the decoration and must pay the cost of making good any damage caused to the building, its fixtures and fittings arising out of your use of the premises.  1. **Fire Exits and Equipment**  * You must keep every designated exit route free from obstruction. * All entry and exit doors must be unlocked while the public is in the premises. * The hirer is responsible for the orderly evacuation of the building in the event of an emergency, and for ensuring they are familiar with the Council Officer stewards who will implement the emergency procedures.  1. **Health and Safety**   You are responsible for the health and safety of your attendees.   1. **Limitations on numbers**   The maximum people in the Board Room is 12 and 5 in the Meeting Room.   1. **Maintenance of Good Order**  * You must maintain good order and decent behaviour by persons attending your event. * Events must be conducted in an orderly manner to ensure the safety of the public and staff.  1. **Use of Non-Council Equipment**  * We reserve the right to refuse entry of anything or any object to the premises. * We reserve the right to have electrical items inspected prior to use and any costs will be paid for by you.  1. **Smoking**   All the Council owned premises are no smoking and smoking is not allowed anywhere inside any Council building.   1. **Spillage of Water**   Any spillage must be cleared immediately to prevent damage to the floor and injury to people.   1. **Variation and compliance with these terms**  * We may vary any of these conditions at any time. * It is a requirement that you agree to comply with any directions given by us or on our behalf even if they contradict any of the conditions. * You must ensure that any persons engaged by you for your hiring are informed of and comply with the conditions which apply to them   **General Information**   1. **Cloakroom Facilities**   Portable coat stands are provided. They will not be in a secure area and items are left at the owner’s risk. Accessible toilet facilities are available.   1. **Removal of Equipment**   Everything belonging to you or brought in by you must be removed at the end of the hiring, unless previously agreed with the Town Clerk. There may be a storage charge for items left without permission. All items brought into the Town Council Office or left after the event are at the organisers/owner’s risk.   1. **Cleaning**   You will be responsible for leaving the building in a reasonably clean and tidy condition and for replacing any items moved from their normal position.   1. **Insurance and Indemnity**   Public Liability Insurance cover is required for a minimum of £5m for any event. The hirer shall indemnify the Council in full respect of all damage or injury to property or person and in full against liabilities, claims, demands, losses, damages, costs and expenses suffered and incurred by the council because of or arising in connection with an event. If you do not hold insurance, we can add you to our policy for a nominal charge.   1. **General Requirements**   Penrith Town Council has the right to stop an event or require any persons to leave the premises if they consider that the event or persons to be out of control or if the event or persons presents a risk to the premises, the public or the good name of the Council. | |
| **Terms/Conditions** | |
| I am/we are over the age of eighteen and apply for the use of the facilities at Penrith Town Council office as completed on this form. I/we confirm that we have read the Council’s Conditions of Hire and that I/we agree to abide by them. I/we further indemnify the Council against all claims arising as a result if my/our non-compliance with the Conditions of Hire. I/we have completed a Risk Assessment. | |
| **Signed:** | **Date:** |