



APPENDIX A
SALTASH TOWN COUNCIL
BOOKING FORM
FOR
SALTASH GUILDHALL and/or COUNCIL CHAMBER

ACCOMMODATION REQUIRED

GUILDHALL*
COUNCIL CHAMBER

PLEASE NOTE:

**When booking the guildhall, there is no exclusive access to the kitchen, which may be needed during the day.*

DATE REQUIRED

TIMES REQUIRED

FROM

TO

TYPE OF EVENT/FUNCTION

**please note: licensed for music until 2300 hours, building must be clear by 2359 hours.*

.....

.....

COMMERCIAL

.....

COMMUNITY
(WITHIN THE PL12 AREA)

.....

NUMBER OF PEOPLE ATTENDING

.....

DETAILS OF HOW ROOM IS TO BE LAID OUT

.....

.....

.....

.....

(Please use a separate sheet to draw plan if necessary)

DO YOU REQUIRE:
(Tick where appropriate)

SCREENS	
PROJECTOR	
TV (no TV licence for live TV) – Chamber only	
FLIP CHART	
LOOP SYSTEM	
CD PLAYER	
P.A. SYSTEM	
BAR TABLE	
TEA/COFFEE <i>(If so, time, number, etc.)</i> <div style="text-align: right;">NO: TIME:</div>	

IS BAR REQUIRED?

YES/NO

If you are having a licensed bar, a copy of the TEN (temporary event notice) and details of the licensee/bar operator are required for display on the premises for the duration of the event.

TIME BAR BEING SET UP

.....

WHO IS PROVIDING BAR

.....

DO YOU REQUIRE USE OF THE KITCHEN?

YES/NO

IS FOOD BEING PROVIDED?

YES/NO

IF SO, BY WHOM?

.....

CATERERS TIME OF ARRIVAL

.....

PLEASE NOTE: your hire fee charges commence from the earliest time of arrival of yourself/caterers/licensee/disco, etc.

IS ANY ELECTRICAL EQUIPMENT BEING BROUGHT ON SITE? YES/NO

IF SO, WHAT IS IT?

HAS IT BEEN PAT TESTED? YES/NO

Please note: no electrical equipment without current PAT test certificate or label, will be allowed on the premises. A copy of the certificate must be enclosed with the booking form.

DECLARATION

I UNDERSTAND AND AGREE to be responsible for any damage to the Council building or property, howsoever caused, during my occupation and to pay the amount of any damages as assessed by the Town Council.

I UNDERSTAND AND AGREE that I will be present throughout the duration of the event/occupation of the building.

I UNDERSTAND AND AGREE to abide by the regulations and conditions for the letting of the Guildhall and/or Council Chamber as attached.

SIGNATURE OF APPLICANT

(Age 18 or over, to be signed in the presence of a member of Saltash Town Council staff)

NAME (in capitals)

NAME OF ORGANISATION

ADDRESS

.....

Telephone number

E-mail address:

Date:

PLEASE RETURN THIS COMPLETED BOOKING FORM ALONG WITH YOUR PAYMENT TO THE ADDRESS BELOW.

Please note: Your booking is not complete until we have received payment. Additional fees will be charged if you exceed the stated booking times or incur additional cleaning costs

We accept card payments, cash and cheques. Cheques need to be made payable to Saltash Town Council. If you wish to pay by bank transfer, please ask and an invoice will be sent to you by email. BACS details: Name: Saltash Town Council, Account No: 80318477, Sort Code: 20-50-40.

The Town Council reserves the right to require a damages and additional cost deposit bond whenever considered appropriate.

Saltash Town Council,
The Guildhall,
12 Lower Fore Street,
Saltash.
PL12 6JX
enquiries@saltash.gov.uk
01752 844846

FOR OFFICE USE ONLY:

GUILDHALL:

<input type="text"/>	Hours	X	£	<input type="text"/>	=	£	<input type="text"/>
----------------------	-------	---	---	----------------------	---	---	----------------------

COUNCIL CHAMBER:

<input type="text"/>	Hours	X	£	<input type="text"/>	=	£	<input type="text"/>
----------------------	-------	---	---	----------------------	---	---	----------------------

TEA & COFFEE:

<input type="text"/>	X	£	<input type="text"/>	= GROSS £	<input type="text"/>	+ Inc VAT
----------------------	---	---	----------------------	-----------	----------------------	-----------

TOTAL AMOUNT PAYABLE

£ _____



SALTASH GUILDHALL
REGULATIONS & CONDITIONS OF HIRE
(this sheet is to be kept by Hirer)

1. All lettings are at the discretion of the Council. All bookings must be paid for in full in order for your event to be secure.
2. Cancellation Policy:
Cancellations prior to 14 calendar days before the event - full refund.
7-14 calendar days before the event – 50% refund
Less than 7 calendar days before the event – no refund
3. To become a regular booker, 3 months need to be booked and paid for at the standard rate after which a regular bookings discount will be applied. Regular bookings will be invoiced in advance every month and will need to be settled by the 1st for the bookings in that month. If payment is not received, access to the building will be refused.
4. Premises are not available for hire on bank or public holidays.
5. The right to cancel any letting is reserved should the premises be required for any public meeting convened by the Town Council or, in the opinion of the Council, the premises are required for any other purpose in the interests of the public or Council.
6. The charges include lighting and heating. If any addition or alteration to the existing electric lighting is required, application must be made at the time the booking is confirmed.
7. Any electrical equipment brought into the building must have an up-to-date PAT test. Permission to use the equipment will be refused if it does not comply. All disco equipment must meet the Environmental Health guidelines for noise standards. Pyrotechnics, other special effects, hazardous materials and bouncy castles are not allowed in accordance with the premises licence.
8. The premises are licensed for music until 2300 hours and the building must be cleared by 2359 hours.
9. Sub-letting is forbidden.

10. It is the responsibility of hirer/s to ensure that their activities are insured for public liability and personal accident, where appropriate.
11. Saltash Town Council accepts no responsibility for personal injury or damage to clothing or property sustained during any hiring of the premises.
12. It is the responsibility of the hirer for the fire safety registration and evacuation of their guests. The Fire Assembly Point is Alexandra Square Car Park, just around the corner from the Guildhall.
13. It is the responsibility of the hirer to remove any waste (food, paper, etc.) from the building after an event.
14. All damage to the Council building or property will be assessed by the Council, whose assessment shall be final and binding and paid for accordingly by the hirer.
15. All appropriate doors must be kept unlocked and unbolted when the premises are in use, and main gangways be kept clear. No movable lights are permitted without prior permission of the Council staff.
16. Hirers of the Guildhall premises must make their own cloakroom arrangements.
17. It is the responsibility of the hirer to make their own arrangements for obtaining a Temporary Events Notice (TEN) Licence for dispensing alcoholic drinks and a copy of the license is to be presented to the Town Council and a copy displayed on the main noticeboard, throughout the function. Details of the licensee/bar operator are required for display on the premises *for the duration of the event*.
18. No alcohol whatsoever shall be taken onto the premises without prior permission being granted by the Town Council.
19. If, in the opinion of the Town Council, there have been any cases of drunkenness, excessive noise or unruly behavior during any letting, the hirer will be barred from hiring Council accommodation on future occasions and the function may be terminated.
20. Wall displays and decorations must not be put up without the permission of a member of staff.
21. A member of staff will be on duty to unlock accommodation and will remain on the premises for the duration of the hired booking times.
22. At least two adults shall be at the main entrance door at all times when admission to the Guildhall premises is restricted to admission by payment or by invitation, i.e. party.

23. It is a condition of the letting of the premises, that the organisers and performers are held responsible for the completion of returns and payment required by the Performing Rights Society and PPL (Phonographic Performance Ltd.), of all performances of music in any form. Any organisation, through its organiser, officials or performers, failing to comply with this requirement will be barred from future use of the Council's facilities. A copy of this form must be returned to the Town Council.
24. Stiletto heels are not to be worn or sticks with points to be used to preserve the wooden floor of the Guildhall.
25. For commercial bookings, at least one adult (over 18 years of age) must be present and remain on the premises for the duration of any booking. For private bookings, this must be the hirer (the person who signed the booking form).
26. The Town Council reserve the right to require a damages and additional cost deposit bond whenever considered appropriate.
27. All bookings for groups, businesses and organisations must have their own Public Liability insurance of £10m in place however, this is not a requirement if the hirer is an individual using the space for a private function.
28. When you hire a room at the Guildhall, 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 to respond to your correspondence, provide information, send invoices and receipts relating to your hire. Your personal information will not be shared with any third party without your prior consent. For further information please refer to the privacy notice, which is available in the Guildhall, on the Town Council website or on request.
30. Saltash Town Council reserve the right to cancel your booking with immediate notice and for an undetermined amount of time. A refund or credit note will be issued.
31. Social distancing and track and trace requirements are the responsibility of the hirer.
32. The Guildhall has a maximum seating capacity of 120 people and standing capacity of 80 and the Council Chamber has a seating capacity of 40 people and standing capacity of 30.

Saltash Town Council,
The Guildhall,
12 Lower Fore Street,
Saltash.
PL12 6JX

enquiries@saltash.gov.uk

01752 844846