

APPENDIX C



Hire of Town Council Premises Booking Form

Please return this form with any required documents via post - Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall PL12 6JX or via email: enquiries@saltash.gov.uk

Payment is due within 7 days of receiving your invoice, unless agreed otherwise with the Town Clerk. Bookings are only confirmed once you receive confirmation from Saltash Town Council. Unpaid bookings may be cancelled.

Please read the conditions of hire carefully and complete all sections to help confirm your booking without delay.

Premises (including capacity)

Please confirm which Town Council premises you wish to book and approximately how many people will be attending:

| Premises | | Seated Capacity | Approx. Attendance |
|--------------------------|---------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | Isambard House | 82 | |
| <input type="checkbox"/> | Guildhall Council Chamber | 37 | |
| <input type="checkbox"/> | Guildhall Long Room | 110 | |
| <input type="checkbox"/> | Maurice Huggins Room | Information upon request | |

Room capacity depends on the chosen layout — Town Council staff will advise you when you make your request.

Booking

☐ Commercial

☐ Community

Community rate charges are only applicable to Saltash based volunteer organisations, all other bookings will be charged at the commercial rate.

Hire fees can be found in the Town Councils fees and charges, by [clicking this hyperlink to view and download on the Town Council website](#) or by contacting the Guildhall. **For details about fees and payment terms, please see the Terms and Conditions of Hire.**

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Please fill in all sections to help us confirm your booking without delay.

| Contact Information | |
|---|--|
| Hirers Name Company / Group | |
| Name of appointed person | |
| Invoice to be F.A.O | |
| Invoice Address including postcode | |
| Contact Telephone Number | |
| Email Address | |
| For office use only: Purchase Order Number | |

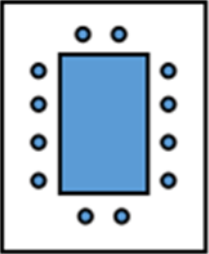

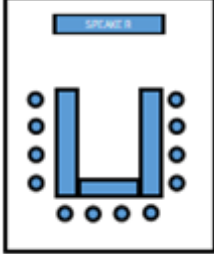
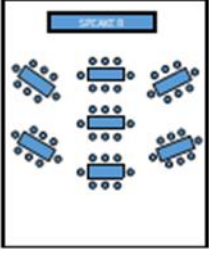
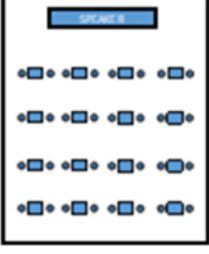
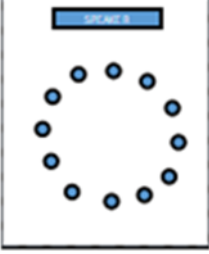
☐ I understand that my booking is not confirmed until I receive written confirmation from Saltash Town Council.

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| Booking Information | |
|--|--|
| Purpose of Room Hire | |
| Date(s) of Function / Event | |
| Time of arrival and departure: Setup and cleanup time (including catering or bar services) must be included in your booking and will be charged. | |
| Total Booking Time Requested: | |
| Number of attendees | |
| Do you or any attendees have accessibility requirements? If yes, please specify | |
| Will there be a licensed bar? | |
| Is there use of external caterers? | |
| If you're using a licensed bar or an external caterer, have you included Public Liability Insurance certificates for those services? | |
| Do you require use of kitchen? | |
| Do you require tea / coffee or biscuits? If yes, please provide quantities | |

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| Equipment Required | |
|---|--|
| Hearing Loop (Free of Charge) | |
| Flip Chart (Free of Charge) | |
| HDMI Lead (Free of Charge) | |
| Display Boards (Free of Charge) | |
| Smart TV (Available in the Guildhall Chamber and Isambard House free of Charge) | |

| Room Layout | | |
|---|---|--|
| <input type="checkbox"/> Boardroom  | <input type="checkbox"/> Theatre Style  | <input type="checkbox"/> U Shape  |
| <input type="checkbox"/> Cabaret  | <input type="checkbox"/> Classroom  | <input type="checkbox"/> Circle of Chairs  |
| <p>Other: If you're booking multiple rooms or days and require different layouts, please provide details.</p> | | |

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Please place a tick next to any applicable document you're including as part of your application.

| | |
|--|--|
| I enclose a copy of my risk assessment for this booking | |
| I enclose a copy of my organisations Safeguarding Policy if working with children, young people or vulnerable adults | |
| I enclose copies of PAT testing certificates for any electrical equipment being brought onto the premises | |
| I enclose a copy of TheMusicLicence from PPL/PRS | |
| I enclose a copy of the TEN (temporary event notice) for display during the event | |
| I enclose a copy of Public Liability Insurance | |

Please note: Where a function is licensed for the sale of intoxicating liquor, it is the responsibility of the hirer that no person under the age of 18 is to be served or knowingly supplied with alcohol. The hirer must inform the licensee of this fact and include how they will manage the sale of alcohol within their risk assessment.

When you apply to hire facilities from Saltash Town Council the information you provide will be processed and stored in order to contact you about the booking, send invoices and receipts. Your personal information will not be shared.

For further information please see the privacy notice available on request at the Guildhall or via [clicking on this link to view and download via the Town Council website](#).

| Declaration | |
|---|--|
| I confirm that the named person attending on the booking date is suitably trained and experienced to manage the event on behalf of the organisation. By signing, I agree to follow the attached terms and conditions of hire. | |
| Signature (If providing digitally please provide a typed name as confirmation) | |
| Name (please print) | |
| Date | |