

DISLEY PARISH COUNCIL

APPLICATION FOR THE HIRE OF DISLEY COMMUNITY HALL

NAME OF HIRER:
(Person or Organisation)

NAME & ADDRESS: (of person making the application).....

.....**POSTCODE:**.....

CONTACT NO. Day: Evening: Mobile:

EMAIL ADDRESS:.....

NAME & ADDRESS FOR INVOICE:

(if different from above).....**POSTCODE:**.....

EMAIL ADDRESS:.....

TYPE OF FUNCTION:.....

DATE(S) REQUIRED:.....

TIMINGS: Booking start time: Event start time:

Booking end time: Event end time:

ANTICIPATED NUMBERS:

ROOM LAYOUT: Tables & Chairs / Theatre Style / Meeting (with audience / no audience)

Other - please state:.....

N.B. ROOM CAPACITY – 60 SEATED WITH TABLES / 80 SEATED THEATRE STYLE / 50 DANCING

DO YOU REQUIRE KITCHEN FACILITIES? Yes / No

DO YOU REQUIRE USE OF THE OVEN? Yes / No

DO YOU REQUIRE A PROJECTOR? Yes / No

DO YOU REQUIRE THE HEARING LOOP? Yes / No

DO YOU INTEND TO SELL ALCOHOL? Yes* / No

* If Yes, please refer to Conditions of Hire

If there is any further information relevant to your booking or you have any special requirements, please provide details:

OFFICE USE ONLY:

Hire charge	Date(s) x	Hours: @	£
		Coffee Morning:	
TOTAL			£

Trans. No:
PI Ref / Date:

PLEASE READ CAREFULLY: THIS FORMS THE AGREEMENT OF CONDITIONS AND REGULATIONS OF HIRE BETWEEN THE HIRER AND DISLEY PARISH COUNCIL (the Council)

LIABILITY (please delete where appropriate)

A) Applicable to Casual Users only

(i) I/We the Hirer require public liability insurance through the Council Insurance.

Applicable to Commercial Users and sessions involving Physical Activities only

(ii) I/We the Hirer will arrange appropriate public liability insurance cover for the said hiring on terms acceptable by the Council and prior to the hiring will produce to the Council an insurance cover note relating to such insurance and evidence of payment of the insurance premium. Such public liability insurance shall be for a minimum sum of £5,000,000.00 and shall relate to all risks and be subject to such conditions as are required by the Council.

Applicable to All Users

(iii) A Risk Assessment must be produced for your activity and provided to the Parish Council Office before the event takes place.

B) I/We the Hirer agree to indemnify the Council from and against all costs, claims, losses, damage or proceedings:

(i) Arising from any death, accident, injury or damage to any person whatsoever which may arise out of or in consequence of my/our use of the premises (except insofar as resulting from any act or neglect done or committed during the period of hire by the Council and/or its employees) and except losses or claims in respect of which the Council is indemnified by its insurers where insurance cover is provided by the Council under paragraph (A)

(ii) Relating to any property referred to in paragraph C) (except in so far as proved to have arisen due to the neglect of the Council or its employees)

(iii) Arising from any breach of any conditions of this agreement and loss of or damage to property of the Council arising during or by reason of this hire agreement.

C) I/We the Hirer shall be responsible for any loss, theft or damage relating to any property brought onto the premises by reason of the hiring whilst on the premises.

D) I/We the Hirer shall comply with all the provisions of the Licensing Acts and local police regulations which are in force in the Cheshire East Authority.

E) I/We the Hirer shall comply with all relevant regulations regarding the safety of electrical equipment and shall ensure that all or any electrical equipment used during the hire, whether within the Hirer's direct control or not, has been inspected and tested as appropriate and shall produce on request the relevant test certificate to the Council.

The Council reserve the right to refuse to allow electrical equipment into the premises if it believes that the equipment on the date of hire fails to reach the required standard.

F) I/We the Hirer will apply for our own licence if we wish to sell alcohol included as part of a ticket price e.g. cheese and wine. Contact Cheshire East Licencing: 0300 123 5015 / licensing@cheshireeast.gov.uk.

HIRE CHARGES / CONDITIONS

1. Charges are made in whole hours only and there is a minimum period of hire in some cases (e.g. Saturday coffee mornings).
2. Full payment must be made within 28 days of the invoice date. We require payment in full at the time of booking where there is less than 28 days to the event date.

3. Payment for Saturday Coffee Morning bookings must be made at the time the booking is confirmed by the Hirer and the Council.
4. The Hirer shall vacate the room by the time stated and ensure that the facilities are returned to their original hire condition. Any additional charges will be invoiced separately after the event and are payable within 7 days from date of invoice. Additional hours will be charged at the relevant hourly rate.

CANCELLATION

1. Cancellation of a confirmed booking by a Hirer may result in a refund: >28 days notice - 50% refund; 28 days or less notice – no refund.
2. Late payment of invoice may lead to the cancellation of bookings by the Council and/or future use of facilities.

SAFETY PRECAUTIONS

1. Hirers should acquaint themselves with the Housekeeping & Emergency Arrangements for hirers information sheet displayed in the Community Hall and available from the caretaker.
2. Hirers must not use the building foyer for any activity and the external doors must remain unlocked and free from obstructions at all times and ready for use in the event of an emergency.
3. Hirers will be responsible for the emergency and first aid procedures during the period of hire.

GENERAL DATA PROTECTION REGULATION

1. The personal data that you have given on this booking form will only be used to contact you for purposes connected with your booking. The Council will keep a secure record of the booking for six years in line with our financial regulations.

I/We have read and will comply with all the requirements as laid down in this application.

This form should be completed and returned to DISLEY PARISH COUNCIL, COMMUNITY CENTRE, OFF BUXTON OLD ROAD, DISLEY, SK12 2BB.

All cheques should be made payable to DISLEY PARISH COUNCIL and crossed "A/C Payee Only". Payment can also be made by Cash or Bank Transfer (BACS) to Account number: 11328836, Sort code: 16-18-22.

SIGNED:.....

PLEASE PRINT NAME:.....

ON BEHALF OF:.....

DATE:.....