



PERSHORE TOWN COUNCIL

Town Hall, 34 High Street, Pershore WR10 1DS Tel: 01386 561561

PERSHORE LIBRARY – BOOKING FORM/CONDITIONS

Organisation (if applicable)

Name of hirer

Address for invoice purposes

.....

Email address

Telephone contact number: day evening

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

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

Insurance document provided (tick) Risk assessment provided

I have read and agree to abide by the conditions of hire as shown on Page 2.

Signed: Print: Date

IMPORTANT: IN ADDITION, PLEASE ENSURE THAT YOU HAVE READ, SIGNED AND RETURNED THE DATA PRIVACY NOTICE AT THE END OF THIS FORM

Please indicate if you wish to bring your own equipment: Yes / No

Please list the equipment you wish to bring:

Please select the room you wish to hire below:

***A minimum of 1½ hours are required if booking for an evening hire**

NB. We require notice of 48 hrs to cancel a booking, otherwise a fee of £10 may be charged.

Conference Room Hire	<input type="checkbox"/>	Mon-Fri: 8am-6pm	£10+vat per hour
		Mon-Fri: After 6pm/Sat/Sun/Bank Holidays	£12+vat per hour
Interview Suite Hire	<input type="checkbox"/>	Mon-Sat: 9am-5pm	£5+vat per hour
		(Out of hours by negotiation)	

Out of hours bookings may require keys for access and locking up - £10 (returnable) deposit required

Use of the Kitchen and Projector in the Conference Room, is on request

PLEASE LEAVE THE ROOM AS YOU FOUND IT AND PUT AWAY ANY USED TABLES AND CHAIRS INTO THE STORE ROOM.

OFFICE USE

Invoice No: Date

Total Amount invoiced

Date of expiry of Public Liability Insurance where necessary

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

Revised July 2018

CONDITIONS OF HIRE

IMPORTANT:

Please read these conditions thoroughly, as you will signing 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. No posters, decorations, etc. are to be fixed to the walls, ceilings or furniture without the prior approval of the Town Clerk.
4. The hirer must have the necessary Public Liability Insurance to cover their activities. A copy of the policy to be provided when booking. If no insurance is held this must be discussed with the Town Council before the event.
5. It is a Health & Safety requirement that you provide the Town Council with a risk assessment for any activity taking place during the hiring.
6. Any electrical equipment brought into the Library must be in a safe condition and have a current PAT label attached.
7. The use of any portable heaters is not allowed under any circumstances.
8. Entry/exit of the building will be via the Main Entrance in Church Street only unless alternatives agreed at the time of booking.
9. Any problems with entering the building or in an emergency the Town Clerk may be contacted on her mobile 07817 097329.
10. During the evening access to the building will be by arrangement with the Town Clerk when a completed booking form is received. The building will be locked 15 minutes after the end of the booking as stated on the booking form by a security firm. It is therefore requested that the building is vacated by that time. If a hirer vacates the building before the security company arrives it is essential that the door is secure to avoid third parties entering the building.
11. 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, as in the event of damage being caused by an intruder, the Town Council insurance would become invalid.
12. 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 the Fire Safety procedure / locality of toilets (including universal access) at the start of the meeting.**
13. Smoking is not allowed in any part of the building.
14. Any door marked as a fire-door and must not be wedged open at any time.
15. 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 anything on the highway that may cause an interruption or nuisance (this includes A boards).
16. The premises to be left in a clean and tidy condition as you would wish to find them. **PLEASE LEAVE THE ROOM AS YOU HAVE FOUND IT AND PUT AWAY ANY USED TABLES AND CHAIRS INTO THE STORE ROOM.**
17. In signing this form you are accepting responsibility for your use of the Library during the period of occupation.
18. 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.

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FIRE ALARM

In the event of a fire, the alarm will sound and the two doors on the first floor on keypads will unlock, as will the door from the children's area and the gate to the side of the building.

The responsible person is to guide all occupants in their charge out of the building through the nearest exit to the assembly point. One person should check the toilets and exit through the rear fire exit door and one member of staff through the main entrance dialling 999 as soon as safely possible.

Any disabled occupant of the building on the first floor should make their way through the first floor corridor to the refuge. The lift should not be used. In this area there is a 'Disabled Refuge' and call point – anyone located in this area will press the button to ring the handset which is located by the main entrance. The person exiting through the front door should answer this phone and reassure the person that they will be rescued as soon as possible by the Fire Brigade.

The assembly point for all occupants is the car park to the rear of the building where the responsible person should ensure that they advise the Fire Brigade of anyone left in the building, particularly in the area of the disabled refuge.

In the event of a false alarm, it will be necessary to call the number below so that the system can be reset and the heating restarted.

Please call Mrs Ann Dobbins, the Town Clerk, on 07817 097329 so that she can attend site on behalf of the Town Council, owners of the building.

The laws around data protection are changing. The General Data Protection Regulation (GDPR) comes into force on Friday 25th May 2018 and this means that we need to prove we have your consent to keep a copy of your personal details (ie Name, Address, Tel Number, Email). Please see our Privacy Notice below. If you are happy for us to retain your details, please sign and return Page 2 of the Data Privacy Notice to:

The Town Clerk, Pershore Town Council, 34 High St, Pershore, WR10 1DS.

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 (eg: 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.

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

Revised July 2018

By signing this form 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): -

Name

Address

Telephone

Email address

To offer you services from the Council (eg: 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.

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.

..... SIGNED

.....DATED