



PERSHORE TOWN COUNCIL

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

PERSHORE TOWN HALL – BOOKING FORM/CONDITIONS

Organisation (if applicable)

Name of hirer

Address for invoice purposes

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Telephone Contact No: Day Evening

Email address:

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

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

Room/s hiring: Council Chamber..... Function Room..... Small Meeting Room..... Loggia.....

Public Liability Insurance provided (Tick) Risk Assessment provided

I have read, and agree to abide by, the conditions of hire as shown on P2.

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

SCALE OF CHARGES

To include use of kitchen by arrangement

Mon-Fri 8am-6pm

Mon-Fri (After 6pm)

Sat/Sun/Bank Holidays

Council Chamber*

£10 per hr

£12.50 per hr

Function Room*

£10 per hr

£12.50 per hr

Small Meeting Room**

£2 per hr

£2 per hr + lock up fee **

Loggia **

£4 per hour

£4 per hour + lock up fee **

*A minimum of 1 ½ hours are required if booking the CC or FR after 5pm

** Please note: After 4.30 pm use of the small meeting room/Loggia will incur a lock up fee of £10

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 October 2017

CONDITIONS OF HIRE

IMPORTANT: Please read these conditions thoroughly, as you will be 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 Town Hall 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 Civic Entrance (side door accessed via the walkway) only, unless alternatives are agreed at the time of booking.
9. The entry code will only be handed over after the booking form has been completed, signed and the conditions of booking accepted. If there are any problems with entering the building, or in an emergency, the Town Clerk may be contacted on her mobile 07817 097329. If the Town Clerk is unavailable please go to Pershore Library on Church Street where a spare key is located. If the spare key is used, please ensure it is returned to the library at the end of hire and ask the library/information staff to advise the Town Hall as soon as possible that it has been required.
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 and walkway 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 and that any vehicle is moved out of the walkway. If a hirer vacates the building before the security company arrives it is essential that the side 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 must not be wedged open at any time.

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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 of 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.
17. Due to the limited space at the Town Hall there is only one car space for hirers.
18. In signing this form you are accepting responsibility for your use of the Town Hall during the period of occupation.
19. 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.

HEALTH AND SAFETY PROCEDURES FOR HIRERS

When arriving at the Town Hall, the person responsible for the booking is to sign in at the front office (during office opening hours). This person is then responsible for informing the other members of the group of the procedures.

The responsible person should ensure they are aware of and communicate to their group the location of the fire exits and assembly point in the case of fire (St Andrews Gardens).

The responsible person should ensure they are aware of the people in their group for nominal roll purposes.

The first aid kit is located in the kitchen. Please inform the office if you have used any supplies so that they may be replaced.

Upon vacating the building, please switch off all lights (including checking the toilets), and radiators and close the side door on the yale lock. The responsible person is to advise the front office that they are leaving the building and sign themselves out.

In the event of the fire alarm sounding, evacuate the building and meet at the assembly point. Call the fire brigade and contact the Town Clerk on 07817 097329.

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.

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

Revised October 2017

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