

June 2018

Ottery St Mary Town Council

Council Offices
8 Broad Street
OTTERY ST MARY
EX11 1BZ
Tel 01404 812252

Email: enquiries@otterystmary-tc.gov.uk

Booking Form for Hire of the Meeting Room or Council Chamber

Organisation Name (if applicable)	
Nature of organization (delete as required)	*Registered Charity *Voluntary Body *Non-Commercial *Commercial
Registered Charity No. (if applicable)	
Contact Name:	
Contact Address (including postcode)	
Contact Telephone No.	
Contact email address	
Date of meeting/event	
Type of meeting/event	
Number attending	
Invoice address if different from above	

PUBLIC LIABILITY INSURANCE

A copy of a current 3rd party public liability insurance certificate must be attached to this booking form.

DECLARATION

I hereby apply for the use of the above mentioned premises of Ottery St Mary Town Council, upon the Terms and Conditions I have received.

I undertake to comply with these Terms and Conditions.

Signature

Date

Print Name

DATA PROTECTION

Your privacy is important to us at Ottery St Mary Town Council ('the Council'). When making a room hire booking, you may be providing us with personal information about yourself or about other delegates.

The Council will only process your information where it is lawful to do so and in accordance with the EU General Data Protection Regulation 2018. The lawful basis for processing your information as contained in your booking form, is that it is necessary for the performance of our booking contract with you.

The categories of information the Council will process comprises all of the information in your booking form. If you do not provide this information we may be unable to process your booking.

Note You can find out more about how we use your data from our "Privacy Notice" which is available on the Council's website:- <http://www.otterystmary-tc.gov.uk>. Alternatively a paper copy can be obtained by contacting Ottery St Mary Town Council 01404 812252 or by e-mail at enquiries@otterystmary-tc.gov.uk

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Meeting Room/Council Chamber (approx. 25 square metres)

Available for hire: Monday to Saturday – daytime and evenings

Capacity: 20 maximum seated per room (15 if any user has reduced mobility)
Disabled Access & Disabled Toilet adjacent

Both rooms are normally laid out in board room style

Hire includes heating and lighting

Note that no telephone is available during evening or Saturday bookings and the Hirer must ensure that a mobile phone is available for use in case of emergency.

If you wish to view the facilities at the Council Offices before booking please contact the Council Office.

The Council reserves the right to refuse an application for hire of its premises if the application is deemed inappropriate.

If necessary, in advance of the event, keys must be obtained from the Council Office Monday – Friday 10am. – 1pm and returned, according to the instructions of the Council. Any key provided to the Hirer must not be loaned to anyone else, or duplicated.

Please note there is No Parking at the Council Offices

SCALE OF CHARGES 2016/2017

Tea and Coffee making facilities are available in the Meeting Room.

Meeting Room/Council Chamber

Hire charge for local charitable and voluntary organisations.	£5 per hour inc VAT
Language and other classes where fees are paid	£10 per hour inc VAT
Commercial organisations	£20 per hour + VAT (3 hrs min)

The Council's fees and charges are subject to annual review as from 1st April each year

TERMS AND CONDITIONS OF HIRE

1. All applications for the hire of the Meeting Room or Council Chamber in Ottery St Mary Council Offices must be made in writing, or online to the Council and a booking form completed.
2. All charges are payable to The Council within 7 days of receipt of an invoice. We would prefer payment to be made by Bacs transfer.
Bank: **Barclays**
Account: **Ottery St Mary Town Council**
Sort Code: **20-30-47**
Account Number: **50671002**
If this method of payment is really not possible, then payment by cheque or cash would be acceptable.
3. These terms and conditions form the basis of the Booking between the Hirer and the Council. The Council will not enter into, accept or sign any third party's terms and conditions. The Terms and Conditions will not be varied except in writing and agreed by both parties.
4. The Hirer must make themselves familiar with the venue, its facilities and services.
5. The Hirer shall, at his own expense, take out third party insurance (Public Liability Insurance) with an approved insurance company to cover loss of or damage to property (whether belonging to the Council or belonging to an individual) and injury or death of any person caused by the Hirer's negligence during the Hire Period or in connection with it. The sum insured should be not less than £1 million.
6. In the event of an Emergency it is the Hirer's responsibility to evacuate the Council's premises as directed by the Emergency Procedures ('the Procedures') contained within this Agreement. The Hirer should ensure he/she is fully acquainted with the Procedures and that his/her group are made fully aware of the fire exits prior to the commencement of each meeting. Emergency signs are on display. The Hirer is responsible for holding a list of all persons in attendance during the hiring period. This list should be taken by the Hirer if there is reason to evacuate the building. On arrival of any emergency service the Hirer must inform the Officer in Charge whether all members of their group are safe and accounted for.
7. The right of entry to the hired premises by any persons is reserved by The Council at all times.
8. All persons using the Council's building or any part of it shall take the premises in such condition as they find it and leave it as found, in a clean and orderly state.

9. The hirer shall be liable for any damage to any part or parts thereof or to the fabric of any part of the council building, any fixtures, fittings, equipment or other property and shall make good and pay for any damage caused.
10. Under no circumstances will the Council make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods, and articles brought into or left upon the premises either by the hirer or by other persons.
11. The hirer shall be liable for and shall indemnify the Council in respect of any loss, damage or injury, which may be incurred by or be done or happen to the hirer or any person or persons.
12. The Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God, which may cause the premises to be temporarily closed, or the hiring to be interrupted and / or cancelled.
13. The Council may cancel any engagement due to power failure, fire, water leak, breakdown of equipment, emergency repairs or maintenance issues and shall not incur any liability to the hirer whatsoever other than for the return of any fee paid by him in respect of such cancelled engagement.
14. The Hirer shall, during the hiring be responsible to the Council for the effective control of all persons attending their event, the safety of the hired premises and preservation of good order and decency therein.
15. The Council reserves the right to exclude and remove from its buildings, any person creating a disturbance or using offensive language.
16. There will be absolutely no smoking in any part of the Council Offices . Any person caught smoking on the premises will be asked to leave with immediate effect.
17. Kitchen facilities are available for bookings. We would encourage Hirers to bring their own mugs for their group, but failing this there are mugs, water glasses and jugs, kettles and an urn available for use. Hirers should bring their own tea, coffee, sugar and milk if they wish to use this equipment.
18. Hirers shall be responsible for ensuring that all small electrical appliances (kettles and tea urn) are switched off at the end of hire and all Council owned crockery used, is washed and returned to its correct storage place
19. Hirers shall be responsible for turning off any wall heaters that they may have turned on during the booking.

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20. The Hirer must remove all waste, litter and any other extraneous matter from the premises and dispose of it at their own expense and, if the kitchen is used, the space should be left clean and tidy.
21. Wifi is available in the Meeting Room and Council Chamber. The council can also provide a screen by prior arrangement.
22. The key to the premises will be issued to the Hirer, or the Hirer's representative, a few days before the date of the hiring on completion of the Council's Hiring Book and payment of appropriate hiring fee.
23. The Hirer must ensure that the building is secured on leaving the premises after an evening or Saturday booking. The key must then be immediately posted back through the letterbox of the Council Offices.
24. The Council reserves the right to recover any additional costs incurred by the Hirer's failure to comply with the Terms and Conditions of Hire.
25. No proprietary rights or tenancy are created by this Agreement.

EMERGENCY PROCEDURES IN RESPECT OF THE USE OF THE MEETING ROOMS SITUATED WITHIN THE COUNCIL OFFICES, 8 BROAD STREET, OTTERY ST MARY, DEVON. EX11 1BZ

All Users/ Hirers must have, within their party, a designated person (`the Designated Person`) who is responsible for the safe evacuation of the meeting room(s) in the event of an emergency. (Users/Hirers should ascertain from their insurer as to who should be appointed `the Designated Person` to ensure that the User/Hirer is legally compliant)

The Designated Person must:

- become familiar with the layout of the Council Offices, the locations of the fire exits and fire-fighting equipment and advise Users/Hirers of the fire exits prior to any meetings commencing
- take a register of the people present or be aware of the number of people attending

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- ensure that they have pre-planned and effective procedures (Personal Emergency Evacuation Plans (`PEEPS`)) for each disabled person in their party to assist with their safe evacuation in the event of an emergency

In the event of a fire:

- **implement all PEEPS in respect of each disabled person**
- **instruct all people to leave the building using the fire exits as follows:**
 - Through the door you entered, along the corridor and out of the front door or
 - Through the French door, then follow the path around to the front of the building or
 - Through the disabled access/exit door then follow the path around to the front of the building
 - In all cases you should gather near the front entrance of the Council Offices, by the pavement
 - Call the Fire Brigade
 - DIAL 999, ask for the Fire Brigade and give this address:

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- **DO NOT RE-ENTER THE BUILDING FOR ANY REASON**
- On arrival of the Fire Brigade, the Designated Person must let the Officer in Charge know whether their group members are safe and accounted for
- **ONLY TRY TO EXTINGUISH THE FIRE USING THE APPLIANCES PROVIDED, IF IT IS SAFE TO DO SO.**