

EAST COWES TOWN COUNCIL



Town Clerk: Amanda Barnley

Town Hall, York Avenue, East Cowes, Isle of Wight. PO32 6RU

Tel: (01983) 299082 **Email:** clerk@eastcowestowncouncil.co.uk

Thank you for your booking enquiry. Please complete **both sides of this form** as this booking will be held for 14 days only and will not be confirmed without the completed form signed and returned to the above address with the payment.

HIRE

- The hall is available for hire from 9am until 11pm
- The kitchen area in the hall is equipped with a hot drinking water supply, crockery, washing up products and refuse bags but does not include tea towels
- Tables and chairs (with trolleys to move them) are provided in the back hallway but it is the responsibility of the hirer to put up and take down
- Microphone equipment is available for public meeting
- Maximum number: Hall - 180 standing or 160 seated and 20 standing. On Balcony* 58 seated.

COST

The cost of hire <u>per hour</u> is	Weekdays	Weekends - Please note there is a minimum 2 hours hire on Saturdays and Sundays
Hall & Servery only	£10	£14
The cost of hire <u>per hour</u> is	Weekdays	Weekends - Please note there is a minimum 2 hours hire on Saturdays and Sundays
Hall & Servery <i>plus</i> Theatre (Balcony, Stage/Dressing room)	£20	£20
If you wish to hire for theatre use with stage and equipment, please ring (01983) 299082 to discuss your specific requirements with the Facilities Officer		

East Cowes Town Council reserves the right to alter the scale of charges at any time without prior notice, provided that the amended scale of charges does not apply to any contracts for hire already made.

BOOKING

Date required	Please tick hire requirement		Time From	Time to	Total Hours	Fee to be paid	Please tick payment by		
	Hall	Theatre					Cash	Chq	BACS

Please allow sufficient time for set up and clear up for your event and this must be included in your hire time.

PAYMENT:

CHEQUES: made out to **East Cowes Town Council** and returned with this completed form.

BACS: East Cowes Town Council
Sort Code: 60-83-01

Reference: Hire
Account no: 20340944

To be completed by East Cowes Town Council only

Total Amount paid: £ _____ Booking confirmed for date: _____

Signed: _____ Town Clerk or Facility Officer Dated: ____/____/____

Status: Occasional booking / Regular booking

Name of hirer	Organisation (if applicable)			
Phone:	Mobile:			
Address:				
Post Code:				
Email:				
Purpose of hall hire:				
	Please tick			
Will alcohol be sold at this event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will a bouncy castle be used at this event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
LARGE EVENT THEATRE HIRE ONLY				
Have you included copy of your public liability insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will you want permission to use the balcony?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
REGULAR HIRE				
Will you be storing any equipment? If yes please read no: 15 & 16 of the Terms and Conditions of Hire	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I understand and agree to the terms and conditions as stated in the hire form and will at all times observe all health and safety and fire procedures.

I understand that this data will be kept on file for a period of **one** year from the date of the event for recording keeping, and for **seven** years for accounting purposes.

Signed: The Hirer

Print name:

Date:

PLEASE SIGN AND RETURN THIS PART OF THE FORM TO EAST COWES TOWN COUNCIL

If you have any enquiries about your booking, please contact the Facilities Officer on (01983) 299082 Monday – Friday between 10 -12noon.

If no one is available, please leave a message on voicemail and we will ring you back as soon as we can.

PLEASE KEEP THIS COPY FOR YOUR RECORDS

TERMS AND CONDITION OF HIRE

The Town Council will arrange for the opening and locking of the hall for the times stated and paid for.

THE HIRER

1. The Hirer shall, during the period of hire be responsible for the behaviour and supervision of all people in the hall including when entering and leaving the venue so as not to cause a disturbance to our neighbours.
2. The Hirer must ensure the interior and exterior of the building are kept free of damage at all times throughout the hire.
3. **The Hirer will pay the Town Council for the cost of repair of any damage caused to any part of the property, or to its contents which may occur during the period of hire, or as a result of the hire.**
4. If hiring for parties/events and children's parties, the Hirer shall ensure that there is a minimum of two competent adults in attendance **at all times** throughout the period of the hire.
5. The Hirer and any other designated responsible adult must be aware of the position of the **Fire exits, Fire extinguishers and evacuation procedure (Copy attached).**

NO SMOKING

6. The Town Hall is a strictly **No Smoking** area at all times; this includes e-cigarettes.
7. The Hirer shall not sub-hire the premises or use the premises for any other purpose than that described in the hire agreement.
8. The Hirer shall not permit the premises to be used for any unlawful purpose or used in any unlawful way

BOUNCY CASTLES

9. Please let us know if you are using a bouncy castle during your hire.

*BALCONY USE

10. The use of the balcony is by written permission only and is subject to the following conditions: that the hirer ensures a competent adult stays on the balcony at all times throughout the hire period, to ensure safety of all children/adults and to control evacuation of the building in the case of fire or emergency; and that **no child under the age of 11 years** is allowed on the balcony; all children (11+) must be accompanied by a responsible adult.

LICENCES

11. The Hirer shall obtain written consent from the Town Council before alcoholic liquor is bought or sold on any part of the premises.
12. A temporary licence permitting the sale of alcohol **must be** obtained from the Isle of Wight Council 21 days in advance of the event.
13. The premises shall only be used for public entertainment between the hours of 9.00am and 11.00pm.
14. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Isle of Wight Council, Licensing Authority or any other Statuary or Regulatory Body, particularly in connection with any event which includes public dancing, music, stage shows or other similar public entertainment.

STORAGE OF GOODS OR BELONGINGS

15. Permission must be obtained from the Town Council before goods or equipment are left stored on the premises, and the Hirer shall undertake to ensure that all goods or effects so stored shall be kept in an orderly manner in the area designated for the purpose by the Town Clerk, and are properly secured and insured. The Town Council shall be provided with keys to any locks or padlocks used to secure storage of any equipment and with a full inventory of all items stored.
16. The Town Council shall not be responsible for loss, theft or damage to the Hirer's property and/or effects which may be brought on to the premises, whether permanently or temporarily stored.

ELECTRICAL APPLIANCES BROUGHT INTO THE PREMISES

17. The Hirer shall provide the Town Council with an annual certificate of testing in respect of all electrical equipment stored or used on the premises.

END OF HIRE

18. The Hirer shall at the end of the hire, be responsible for leaving the premises and outside surrounding areas in a clean and tidy condition, *including the removal and disposal of all empty bottles, unused foodstuffs and other rubbish caused during the period of hire* and shall ensure that all electrical appliances are turned off, unless otherwise directed. Black sacks are provided in the drawer by the sink.
19. The Hirer is responsible for leaving the hall clear of tables or chairs and ensure all tables and chairs are stacked safely in the back hallway. Trolleys to move the tables and chairs are provided.
20. Any damage which occurred during the hire must to be notified to the Caretaker or the Town Clerk as soon as practicable.

CANCELLATION BY HIRER

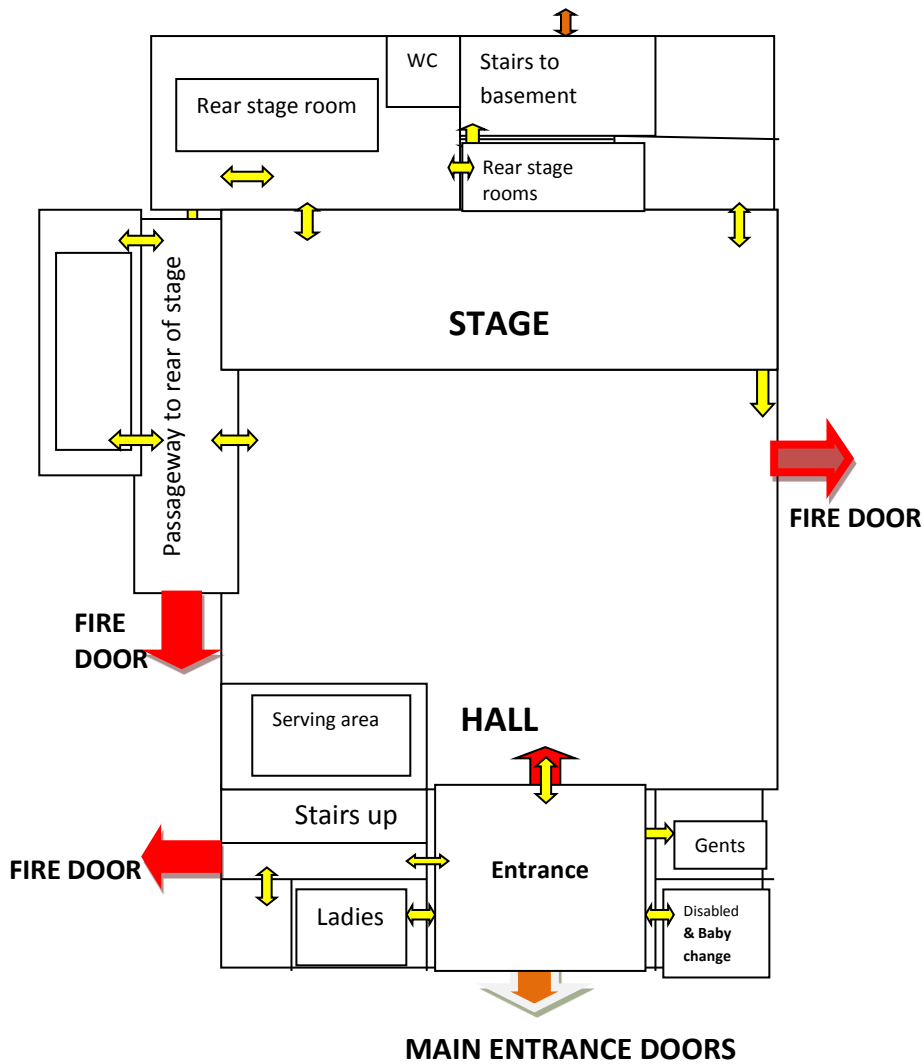
21. Should the Hirer wish to cancel the booking before the date of the event and the Town Council is unable to confirm a replacement booking, the repayment of any fee shall be entirely at the discretion of the Town Council.
22. All regular block bookings must give 1 weeks' notice of cancellation of any dates or may be charged at the discretion of the Town Clerk.

CANCELLATION BY TOWN COUNCIL

23. The Town Council reserve the right to cancel any booking in the event of the Town Hall being required for use as a Polling Station or a Parliamentary or Local Government Election or By Election or Extra - Ordinary Town Council meeting or any other emergency purpose in which case the Hirer shall be entitled to a full refund of any fee already paid
24. In the event of the Town Hall being rendered unfit for the use for which it had been already hired by whatever circumstances, the Town Council shall not be liable to the hirer.

EAST COWES TOWN HALL

Ground Floor Plan



Ground floor fire exits →

Internal doors ↔



If the fire alarm rings, please leave immediately by the nearest fire door and assemble on the pavement outside the Liberal Club next door.