

APPLICATION FOR THE HIRE OF THE TOWN HALL BANBURY

Name of Applicant Mr/Mrs/Ms/Miss/Other
(The Hirer) _____

On behalf of Club/Organisation _____

Address (please include postcode) _____

Daytime Telephone Number _____ Evening Tel Number _____

Fax Number _____ Email Address _____

For the purpose of (type of event) _____

Day: _____ Date: _____

Time From: _____ Time To: _____
(please include setting up time) (Hire is charged in 1/2 hour blocks)

Will an entrance fee be charged? Yes/No If yes, how much £

Public Liability Insurance and Risk Assessment

Commercial Hirers and block bookings **MUST** provide evidence of Public Liability Insurance of at least £5million, together with a completed Risk Assessment. Evidence is required at the time of booking.

Disclaimer

The Council shall not, in any circumstances, be responsible for any damage or injury to or the loss, theft or removal of any property brought or left by any person in or upon the hall premises, and the hirer undertakes to indemnify the Council against all claims, demands, actions and proceedings in respect of any such damage, injury, loss, theft or removal or against any loss sustained by any person whatsoever in consequence thereof.

Signature _____ Date _____

Room(s) Required

	Size	Capacity
Main Hall (first floor)	18m x 10m	220(170 seated) <input type="checkbox"/>
Committee Room (first floor)	7.5m x 3.3m	20 <input type="checkbox"/>
Ground Floor Function Room	8m X 7m	50 <input type="checkbox"/>
Interview Room		6 <input type="checkbox"/>

Please tick appropriate boxes

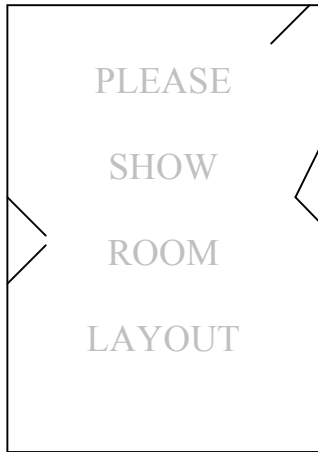
Irrespective of the number of rooms hired not more than 220 persons shall be admitted to the Town Hall and the hirer shall be held responsible and undertakes that this maximum number is not exceeded. The Council reserves the right in the interests of the public, to close the Town Hall to persons in excess of this number.

Toilets available on Ground Floor together with a Disable Toilet, ramped access to front of building, lift available to first floor.

Anticipated Number of Participants _____

Room Set up

Please show on the diagram how you require the room(s) set up

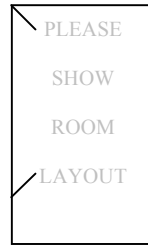


Ground Floor Interview Room

6 x chairs 1-2 x tables

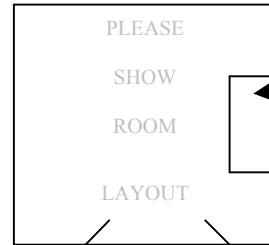
1st Floor Main Hall

Chairs available : 150
Tables Available : 34
Size: 30 x 6' / 4 x 3'



1st Floor Committee Room

20 x chairs and 9 x tables
AV equipment available



Chimney breast

Ground Floor Function Room

AV equipment available
50 x chairs and 20 x tables

NB: Electrical points around all rooms

Please tick if you require:

Display Boards (various)

AV (please state which room).....

Jugs/glasses Nos.....

Lectern (free standing)

PA system

Remote Microphone

Screen / Digital Projector

Flipchart

Banquet Chairs : 150

Staging : decks size 244cm(L)x122cm(W)x60/45cm(H)

Tables Nos.....

(Please note Staging is £20 per section – please

Chairs Nos.....

state how many sections are required)

Please return this form to:- The Town Hall, Bridge Street, Banbury OX16 5QB

Fax: 01295 250820 Email: info@banbury.gov.uk

A copy of this form will be returned to you with your confirmation, please retain the Information for Hirers and Regulations enclosed with this application pack



BANBURY TOWN HALL

The purpose of this form is to help Hirers think through the safety issues associated with their hire so that it is not marred by incidents, accidents, hospital visits, investigations, insurance claims, prosecutions etc.

Health and safety law requires assessing risks at places of work. Identifying and assessing the **risks** they create is essential and you need to assess the risks to your own staff and others who may be affected, such as contractors and other members of the public that enter the building during your hire/event.

Risk Assessment is nothing more than a careful look at what you do during your hire/event that could harm people. This will allow you to consider whether you have taken sufficient precautions or need to take more. Once you have decided that there are risks you are required to take protective/ preventative measures. Remember:

- a hazard is anything that has the potential to cause harm;
- risk is the chance of harm actually being done (a measure of the danger associated with an activity)

Assessing the risks however is not an end in itself — **it is what you do to control the risk that is important and your knowledge of the operation of your stand is essential in controlling the risk and preventing accidents.**

All Hirers that have not supplied their own risk assessment must complete this form.

LOOK FOR HAZARDS AND LIST THEM

Consider those hazards that may/will occur during the hire/event that could result in injury to volunteers, staff, customers or anyone else on site. You may also find it helpful to ask others that may be involved what they think.

Examples might be:

- Compressed gases — for demonstrations etc
- Electricity — temporary installations, wiring etc
- Environmental health — on-stand catering hygiene etc
- Falling objects — from structures, exhibits falling over etc
- Fire — from flammable materials, catering equipment etc
- Moving parts — guarding requirements
- Obstacles at head height — cross beams etc
- Slipping — slippery surfaces etc
- Working at height — structures, platforms etc

There may be other potential hazards not listed above that are specific to your particular circumstances.

NB: Ensure you are aware of the fire evacuation procedures before your event commences.



RISK ASSESSMENT FORM

Hirer's Name:

Address :

Tel:

Fax:

Contact Name :

Position:

Description of Hire/Event:

Persons involved in the Hire/Event:

Identify any possible risks:

Decide who might be at risk?

Evaluate the risks and put in control measures:

Name any further action needed:



Banbury Town Council

REGULATIONS GOVERNING THE USE OF THE TOWN HALL, BANBURY

The letting of rooms and facilities the Town Hall is subject to strict compliance with the following regulations, and to such additional regulations as the Council may from time to time deem it desirable to make, and the hirer acknowledges that he has read and understood the regulations and undertaken to comply with them.

Any person or persons authorised by the Council may for any good and sufficient reason or in case of emergency or in the event of breach of these regulations close the Town Hall and refuse admission of any persons to the building.

CHARGES

1. All charges for the booking of the Town Hall and its facilities shall be paid in accordance with the scale of charges set out on INFORMATION FOR HIRERS sheet, and with any such increase as may be approved by the Council. Payment must be made 14 days prior to the date for which the Town Hall is reserved.
2. The charges shall commence from time at which the accommodation is first occupied and not from time at which the event begins.
3. The Council has opted to treat the Town Hall as standard rated for VAT purposes and VAT is included in all charges, except where shown.

BOOKINGS

4. Provisional bookings will be automatically cancelled unless confirmed within seven days.
5. No booking, or confirmation of a provisional booking, shall be accepted unless it is made in writing on the Application Form provided
6. The booking fee is 25% of the total charge and is retained by the Council if 28 days notice is not given. The balance of the charge is due not later than 14 days prior to the date for which the Town Hall is reserved. If this charge is not paid the booking will then be cancelled and the booking fee forfeited.
7. Multiple/Block bookings can be booked at discount over a period of 12months, and a booking fee shall be payable in respect of each separate occasion for which the Town Hall is reserved.
8. The Council reserve the right to cancel any booking which may have been made in the event of the Town Hall being required for any of their purposes.

PUBLIC ENTERTAINMENT

9. Except with the consent of the Licensing Authority, the premises shall not be opened on weekdays before 11.00 am for any public entertainment.
10. On Sundays the premises shall not be opened before 11.00 am for public music or dancing or for a public exhibition or contest.

11. Except with the consent of the Licensing Authority the premises shall not be kept open after 01.00 am for any public entertainment.

GENERAL REGULATIONS

12. Subject to the discretion of the Council Representative, the hirer of the premises for gatherings open to the public, whether an entrance fee is charged or not, is required to provide at his own cost the services of two attendants or stewards (one male and one female) who shall be on duty at the entrance of the Town Hall from half-an-hour at least before the commencement of the function until a reasonable time after the termination thereof and will be responsible for ensuring that proper order is maintained at all times and that no person who is under the influence of drink is likely to cause any disturbance or annoyance is admitted into the building. The hirer will accept full responsibility for the orderly and seemly conduct of the assemblies.
13. The Town Hall will not be opened until the Council Representative is satisfied that there are on duty an adequate number of stewards at the entrance to the Town Hall and in the accommodation which has been hired. Such stewards must remain on duty until all persons have left the function.
14. The hirer shall not during any performance permit any songs, speech, action or costume which, in the opinion of the Council, may be considered indecorous or improper.
15. The hirer shall not use the Town Hall for the performance in public of any dramatic or musical work, or for the delivery in public of any lecture in which copyright subsists, without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The hirer undertakes to indemnify the Council against all claims, demands, actions and proceedings in respect of any infringement of copyright occurring during the period of hire and, in the case of live musical performance to make a return of the music performed, to the Council fourteen days before the date(s) the Town Hall is used.
16. The sale on the premises of intoxicating liquor is subject to the approval of the Licensing Authority, and the hirer is required to have available for inspection by the Council representative, evidence of such approval.
17. The Town Hall is a Non-Smoking building and must be strictly adhered to.
18. No person shall drive any nail, hook, screw or fastening of any kind into any wall or partition, or in any way damage any part of the building or the seats, or furniture; the value of any such damage caused in any way during the hiring period (as certified in writing by the Council within 28 days after the same shall be discovered) shall be paid to the Council by the hirer as liquidated damages.
19. Alterations or additions to the existing electric lighting arrangements or system is strictly forbidden except with the express prior approval, in writing, of the Council.
20. The Council shall not, in any circumstances, be responsible for any damage or injury to or the loss, theft or removal of any property brought or left by any person in or upon the Town Hall premises, and the hirer undertakes to indemnify the Council against all claims, demands actions and proceedings in respect of any such damage, injury, loss, theft, or removal or against any loss sustained by any person whatsoever in consequence thereof. Public Liability insurance to the value of £5 million on any one occurrence must be obtained for all hirings and confirmation in writing sent to the Council 14 days prior to the event taking place.
21. Hirers of the Town Hall shall comply with all reasonable directions given to them by the Council representative.

22. Irrespective of the number of rooms hired not more than 250 persons shall be admitted to the Town Hall, and the hirer shall be held responsible and undertakes that this maximum number is not exceeded. The Council reserves the right, in the interest of the public, to close the Town Hall to persons in excess of this number.
23. The premises shall not be used for public music, singing or other entertainment of the like kind, or for dancing on Christmas Day or Good Friday.
24. All activity undertaken during the hire must comply with the requirement of the Town Hall Premises Licence and the Licensing Act 2003.

FIRE REGULATIONS

25. A copy of the general Fire Conditions required by Banbury Town Council is enclosed herewith for information. A further copy will be available upon request from the Council Representative at the Town Hall.

APPLICABLE TO DANCES

26. No dance shall be fixed to commence earlier than 11.00 am and each dance shall terminate not later than 01.00am. No pass-outs, admission or re-admission shall be permitted after 9.30 pm.
27. At all dances where the sale of intoxicants has been permitted by the Licensing Authority, the bar shall be closed at least half an hour before the time fixed for the termination of the dance.
28. No person shall be admitted to the Town Hall whose footwear is unsuitable for use on a dance floor, and the hirer shall be held responsible for securing the observance of this condition.

TRAFFIC RESTRICTIONS

29. Restrictions prohibiting loading and unloading are in force outside the Town Hall between the hours of 10.00 am – 4.30 pm.

FLY-POSTING

30. No fly-posting around the town of Banbury.
31. The Council reserves the right to cancel any hire if the event is publicised by fly-posting in the Town.

Mark Recchia
Town Clerk
Banbury Town Council
Town Hall

Bridge Street
Banbury OX16 5QB

Tel: 01295 250340
Fax: 01295 250820
Email: info@banbury.gov.uk

GENERAL FIRE CONDITIONS APPLICABLE TO ALL PREMISES

1. **Audience Size**
The number of persons present at any occasion shall be limited to that number indicated on the Premises Licence.
2. **Exits To Be Kept Clear**
The means of exit provided for all persons on the premises shall be maintained, kept unobstructed and immediately available for use.
3. **Fastening of Exits**
 - (a) Doors, gates etc., providing means of exit from the premises shall only be secured closed while the public are on the premises, by fastenings approved by the Licensing Authority.
 - (b) Doors, gates, etc., providing emergency exit facilities from the premises shall not be secured closed while the public are on the premises, by means of fastening other than panic bolts. An approved notice describing this method of operation is to be displayed adjacent to all panic bolts.
4. **Summoning Fire Service**
The Fire Service shall be called to any outbreak of fire, or suspicion of fire, however slight.
5. **Self-Closers**
All fire resisting doors shall be maintained self-closing and shall not be secured in the open position.
6. **"No Smoking"**
If notices prohibiting smoking are exhibited, the prohibition shall be strictly enforced.
7. **Balloons**
No balloons filled with flammable gas shall be permitted on the premises without permission from the Licensing Authority.
8. **Rubbish Accumulation**
No rubbish or waste paper shall be stored or allowed to accumulate in any part of the licensed premises.
9. **Electrical Installations**
 - (a) Any electrical equipment which a hirer wishes to bring onto the premises for use should have been appropriately Portable Appliance Tested.
 - (b) Installations or equipment requiring higher than medium voltage shall not be permitted except with the written consent of the Licensing Authority and in accordance with any conditions of such consent.
10. **Special Risks**
 - (a) Except with the prior written consent of the Licensing Authority, explosive, toxic, hazardous or highly flammable substances shall not be brought onto or used at the premises. At least 21 days notice in writing shall be given to this Authority of any proposals to use such apparatus.
 - (b) Twenty one days notice in writing shall be given to the Licensing Authority of any entertainment involving special risks or danger to the public and/or any special entertainment for children wholly or mainly under the age of sixteen years.
 - (c) No entertainment involving special risks or danger to the public, the use of explosives or highly flammable substances shall be permitted WITHOUT THE APPROVAL IN WRITING of the Licensing Authority.

11. **Real flame**
- (a) Real flame not be used in an entertainment unless-
 - (i) The consent of the Licensing Authority is first obtained; and
 - (ii) In the opinion of the Licensing Authority :-
 - (a) the use of real flame is essential to the action as distinct from the atmosphere of the entertainment or its effective presentations; and or
 - (b) An electric substitute cannot be used.
 - (b) Application for the Licensing Authority's consent to the use of real flame shall be made by the licensee in writing at least 21 days before the first performance of the entertainment and shall give full details of the proposed use of real flame and the date and time of any rehearsal.

12. **Pressurised Cylinders**
- Cylinders whether full or empty for the storage of air or other gases or liquids under pressure shall not be used in the premises except with the written consent of the Licensing Authority. At least 21 days notice in writing shall be given to this Authority of any proposal to use such apparatus.

SEATING CONDITIONS APPLICABLE TO ALL PREMISES

13. **Closely Seated Audience**
- The licensed premises shall not be used for a CLOSELY SEATED AUDIENCE except in accordance with plans previously submitted to and approved by the Licensing Authority. A copy of the seating plans shall be kept readily available at the premises and shall be shown to any person authorised by the Licensing Authority on request.

14. **Obstructions etc To Gangways**
- Every gangway, corridor, passage, lobby, staircase or other designated exit route from the premises shall at all times be kept entirely free from chairs or any other obstruction. No person shall be permitted to sit, stand or dance in any gangway. The edges of treads of stairs used by the public shall be kept in good repair.

WELFARE AND WHEELCHAIR CONDITIONS APPLICABLE TO ALL PREMISES