

SANDOWN TOWN COUNCIL



Town Clerk:

The Broadway Centre, 1 Broadway, Sandown, IW PO36 9GG

Tel: (01983) 408287 Email: admin@sandowntowncouncil.gov.uk

VAT Registration no: 298495234

Thank you for your booking enquiry.

Please complete **pages 5 & 6** and sign and return it to the above address. Your booking will be held for 14 days only and will not be confirmed without the completed form and payment.

Please note all hall hire charges (on page 5), whether occasional or regular **must be paid for in advance**.

If you have any queries or would like to arrange a visit to view the facilities, please contact us at the above address as the office is open from Monday to Friday between 10.00am – 12.00.

FACILITIES FOR HIRE

- The hall and meeting rooms are available for hire from:
 - 9am until 11pm Monday to Saturday (music finish at 10.30pm)
 - 9am until 5pm SundayWeekend hire of the hall is for a minimum of 3 hours.
- The hall accommodates 150 people standing and 100 seated.
- Meeting room 1 seats 12 people
- Meeting room 2 seats 14 people
- Meeting room 3 combines both rooms 1 and 2 and seats 24
- The centre is fully disabled compliant with baby changing facilities.
- Changing rooms with showers are available
- The kitchen is fully equipped with hob and oven, fridge /freezer and dishwasher plus a hot drinking water supply, pots and pans, crockery and cutlery, washing up products and refuse bags, *but does not* include tea towels.
- Tables and chairs with trolleys to move them are provided but it is the responsibility of the hirer to put up and take down (if assistance is required please let us know, as we will do our best to help)
- Car parking is available.
- The storage of any items or equipment is not permitted.
- Please note that the facilities are closed for all Bank Holiday weekends and Christmas.
- The Broadway Centre also has a hearing loop system with integrated PA system in the main hall.

TERMS AND CONDITION OF HIRE

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 and that the Town Council's Children Protection Policy is adhered to.
5. The Hirer and any other designated responsible adult must be aware of the position of the **Fire exits, Fire extinguishers, evacuation procedure and rendezvous point (copy attached).**

Fire exits must not be blocked or locked on any obstructions placed near the front doors.

6. The Hirer shall not sub-hire the premises or use the premises for any other purpose than that described in the hire agreement.
7. The Hirer shall not permit the premises to be used for any unlawful purpose or used in any unlawful way.

BOUNCY CASTLES

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

LICENCES

9. The Hirer shall obtain written consent from the Town Council before alcohol is bought or sold on any part of the premises.
10. A temporary licence **permitting the sale** of alcohol must be obtained from the Isle of Wight Council (www.iwight.com or tel: 812000) 21 days in advance of the event and a copy provided to the Town Council with the hire form.
11. The premises shall only be used for public entertainment between the hours of 9.00am and 11.00pm.
12. 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 Statutory or Regulatory Body, particularly in connection with any event which includes public dancing, music, stage shows or other similar public entertainment.

BETTING, GAMING AND LOTTERIES

13. The hirer must ensure that the requirements of the relevant legislations are observed and nothing shall be done on the premises that contravene the laws relating to betting, gaming and lotteries.

STORAGE OF GOODS OR BELONGINGS

14. 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.

ELECTRICAL APPLIANCES BROUGHT INTO THE PREMISES

15. The Hirer is responsible for making sure that all portable electrical equipment brought onto the premises is safe and provide copy of a valid test and inspection certificate .

NO SMOKING

16. The Town Hall is a strictly **No Smoking** area at all times.

CAR PARKING FACILITIES

- 17 The Town Council will not accept responsibility for any damage, theft or loss of any car in the car park during the hire period.

FIRST AID

- 18 A first aid box is provided in the kitchen with an accident book. It is the responsibility of the hirer to provide their own first aid personnel.

PHONE / Wi Fi

- 19 The Town Council does not provide any phone to hirers but the premises has WiFi

END OF HIRE

- 20 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,
 - clearing all empty bottles and other rubbish caused during the period of hire in the black sacks provided and placing in the bin outside the kitchen door.
 - placing unused foodstuffs should be put in the compost bin.
 - shall ensure that all electrical appliances are turned off, unless otherwise directed.
- 21 If the caretaker has to undertake additional cleaning as a result of the hire, the hirer will be sent an invoice to pay for the caretaker's overtime.
- 22 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.
- 23 Any damage which occurred during the hire must to be notified to the Caretaker or the Town Clerk as soon as practicable.

LEAVING THE PREMISES

24. Hirers are responsible for ensuring that they do not create noise or nuisance to neighbouring properties when entering and leaving the premises, particularly late at night.

CANCELLATION BY HIRER

25. 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.
26. 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

27. The Town Council reserve the right to cancel any booking in the event of the building being required for use as a Polling Station or a Parliamentary or Local Government Election or By Election or (this would have to be added if the IWC ask to use the centre for election purposes) or for any additional Town Council meetings or any other emergency purpose in which case the Hirer shall be entitled to a full refund of any fee already paid
28. In the event of the building 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.

OPENING AND CLOSING OF PREMISES

29. The caretaker will open and shut the building for you.

SET UP AND CLEAR UP

30. Please ensure you include adequate time for setting up and clearing up in your hire time.

BOOKING FORM Please fill in both pages of this form

Date required	Please tick hire requirement	Time from	Time to	Total Hours	Fee per hour	VAT	To	Fee to be paid
	HALL							
	Weekday				£15.00	3.00	18.00	
	Sat and Sun				£16.67	3.33	20.00	
	Small meeting room				£6	1.20	7.20	
	Larger meeting room				£8	1.60	9.60	
	Combined meeting rooms				£11	2.20	13.20	

Name of hirer		Organisation (if applicable)			
Phone:		Mobile:			
Address:		Post Code:			
Email					
Purpose of hall hire:			Occasional hire		
			Regular hire		
			Please tick		
Will alcohol be sold at this event?			Yes		No
Copy of temporary licence provided?			Yes		No
Will a bouncy castle be used at this event?			Yes		No
Are you bringing electrical equipment?			Yes		No
LARGE EVENT HIRE					
Have you included copy of your public liability insurance?			Yes		No
Will you be playing music			Yes		No
I AM PAYING :					
By cheque					
By internet banking					
By cash					

PAYMENT:

CHEQUES must be made out to **Sandown Town Council** and returned with this completed form.

INTERNET BANKING should be made to:

Account Name: Sandown Town Council

Reference: Hire

Sort Code: 30 -97-42

Account no: 00121547

I understand and agree:

1. The terms and conditions as stated in the hire form and will at all times observe all health and safety and fire procedures.
2. For my details to be retained in accordance with the GDPR/Data Protection Act and Town Council policies. Full details can be found on the www.sandowntowncouncil.gov.uk

Signed **The Hirer**

Print name

Date

- Please fill in both sides of this form and sign.
- Please send this completed form with the payment to :

Sandown Town Council,
The Broadway Centre,
Sandown,
Isle of Wight.
PO36 9GG

Or email: admin@sandowntowncouncil.gov.uk

<u>To be completed by Sandown Town Council only</u>	
Total Amount paid: £	_____ Vat: £ _____
Booking confirmed for date:	_____
Signed: _____	Sandown TC Dated: ____/____/____

VAT Registration no: 298 4952 34