



WOODBIDGE TOWN COUNCIL

APPLICATION FOR THE HIRE OF SHIRE HALL &/OR MARKET SQUARE

This Application Form does not constitute a Confirmed Booking.

1. HIRER

Name & Address of Applicant:

Tel No:

Mobile No:

Email Address:

Charity Registration No:

On behalf of:

2. PERIOD OF HIRE - ONE OFF BOOKING **BLOCK BOOKING**

Date/s Required:

Time Required (This MUST include preparation time)
From: _____ **To:** _____

3. PREMISES Please tick which premises you require:

- SHIRE HALL ONLY SHIRE HALL & MARKET SQUARE MARKET SQUARE ONLY
- SHIRE HALL, MARKET SQUARE & COBBLED AREA MARKET SQUARE & COBBLED AREA

4. FACILITIES Please tick which facilities you require:

- GALLEY KITCHEN & FACILITIES
- DISABLED ACCESS (There is a separate key required for access)
- TABLES (*Internal Use Only*)
- CHAIRS (*Internal Use Only*) Maximum 65 Please State Number Required
- EXTERNAL ELECTRIC SUPPLY

5. PURPOSE OF HIRE Please give as much information as possible:

Type of Function:

Number of People Expected To attend:

- 6. DO YOU INTEND TO PROVIDE MUSIC? YES / NO 6a. WILL THIS BE AMPLIFIED? YES / NO
- 7. WILL MEMBERS OF THE PUBLIC BE IN ATTENDANCE? YES / NO
- 7a. DO YOU INTEND TO CHARGE AN ENTRANCE FEE? YES / NO

8. DO YOU INTEND TO USE THE SHIRE HALL FOR PROFIT/GAIN? YES / NO

9. DO YOU INTEND TO INCLUDE OR PROVIDE ANY OF THE FOLLOWING? Please ✓ all sections that apply and provide further information where necessary. Please note, failure to complete this section may result in your application being rejected.

Exhibitors/Stalls/Markets Size, type and number	YES <input type="checkbox"/>	Details			
Regulated Entertainment (See 10 - Special Permissions)	YES <input type="checkbox"/>	Details			
Temporary staging and/or stands Size, type and number	YES <input type="checkbox"/>	Details			
Professional Stewarding/Security including Overnight security	YES <input type="checkbox"/>	Details			
Generators	YES <input type="checkbox"/>	Details			
Tents & Marquees Size, type and number	YES <input type="checkbox"/>	Details			
Catering for Public Consumption* <i>* The SALE of alcohol is not permitted</i>	YES <input type="checkbox"/>	Details			
Catering for Private Consumption <i>Please tick those which apply</i>	YES <input type="checkbox"/>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">FOOD <input type="checkbox"/></td> <td style="text-align: center; width: 33%;">ALCOHOLIC BEVERAGES <input type="checkbox"/></td> <td style="text-align: center; width: 33%;">NON ALCOHOLIC BEVERAGES <input type="checkbox"/></td> </tr> </table>	FOOD <input type="checkbox"/>	ALCOHOLIC BEVERAGES <input type="checkbox"/>	NON ALCOHOLIC BEVERAGES <input type="checkbox"/>
FOOD <input type="checkbox"/>	ALCOHOLIC BEVERAGES <input type="checkbox"/>	NON ALCOHOLIC BEVERAGES <input type="checkbox"/>			
NONE OF THE ABOVE	YES <input type="checkbox"/>	Details			
Other Information: Will you be using other elements that are not listed above?	YES <input type="checkbox"/>	Details			

10. SPECIAL PERMISSIONS – As required under the Licensing Act 2003

Regulated Entertainment including: <ul style="list-style-type: none"> Live and recorded music Dancing Performance of Plays Exhibiting of Films 	YES / NO	
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If you have said 'YES' to Regulated Entertainment you may need to apply to East Suffolk District Council for a Temporary Events Notice. Further details including common exemptions can be found at:

<https://www.eastsuffolk.gov.uk/business/licensing/>

An approved copy of any TEN obtained must be forwarded to Woodbridge Town Council for information.

Declaration:

I confirm that to be best of my knowledge, the information I have provided in this Application Form is correct and true.

I understand my Application Form will be rejected if I have deliberately given false or misleading information.

I understand that submission of this form does not mean I have the permission to hold the event and that I may be required to provide further information before a Confirmation of Hire is sent.

Signed:

Date:

PLEASE RETURN COMPLETED APPLICATION FORM TO: Woodbridge Town Council, Shire Hall, Market Hill, Woodbridge

Internal Use Only

Hire Charge:	Approved by Town Clerk:
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TERMS & CONDITIONS OF HIRE OF SHIRE HALL and/or MARKET SQUARE

1. **Interpretation** - The owner of the Shire Hall is Woodbridge Town Council, referred to as the Council. The premises to be used shall be the Council Chamber, Entrance Lobbies and Hallways and adjoining Toilet, Market Square and Cobbled Area.
2. **Applications for Hire & Payment Terms** - An Application for Hire **does not** constitute a Confirmed Booking for the use of the premises. If the Council accepts the application the person signing the form shall be deemed to be the hirer and as such, the person responsible to the Council for the observance of these Terms and Conditions of hiring the premises. The Hirer or his responsible representative is to be personally present during the period of use.

A Confirmation of Booking and Invoice will be sent to confirm the hire of the premises. The Hirer must pay in FULL the hire charge 21 days from the Invoice date or 7 days prior to the event, whichever is the earlier. **Please DO NOT begin publicity of the event until you receive a Confirmation of Hire AND full payment has been received to the Town Council.**

3. **Charges** - Charges for hiring shall be in accordance with the current scale of charges. There will be no refunds of fees unless under exceptional circumstances and at the discretion of the Town Clerk. Requests for refunds must be made in writing to the Town Clerk. **In all circumstances an Administration Fee of £15 will be charged.**
4. **Use of Premises** - The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let the premises or any part of it or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. The consumption of food and drink is permitted where requested. The Hirer shall not fasten any flags, posters, balloons, advertisements, bunting, or any kind of decorations in the premises or the grounds, nor use any apparatus or furniture in the premises other than for the purpose for which it was clearly primarily designed. **Nails, screws, blutack and sellotape cannot be used.**
5. **Cancellation of Hiring** - The Council shall be entitled to cancel the hiring, if the Terms & Conditions are not met or if any sum is not paid by the Hirer by the date upon which it is due.
6. **Conditions of Hire** - The Hirer is responsible for ensuring that:
 - Collection of the Entrance Door key is made **before 2.00 p.m.** (when the Town Council office closes) either on the day of hiring, or if at a weekend on the previous Friday. If using the Disabled access into the premises the Hirer to ensure the Secure Bar and top and bottom bolts are in place at the end of the hiring. The keys must be returned through the letterbox once the premises are secured and the premises vacated by the time stipulated on the Confirmation of Hire.
 - No animals are brought into the premises.
 - No nuisance is given to the businesses/residences on the Market Hill.
 - Doors and windows are secure at the end of the hiring period.
 - The premises are left clean and tidy, carpeted areas vacuumed if food and drink consumed and all rubbish taken off site including food waste and bottles and disposed of by the hirer.
 - There is **no parking** permitted within the Market Square and Cobbled Area (those areas enclosed within the bollards) and the Engraved Paver Area to be kept clear at all times. ***Please note there is no designated parking for the Shire Hall.***
7. **Damage, Loss and Accident** - The Hirer shall reimburse to the Council the amount incurred by the Council in making good any damage to, or loss of, the building, furniture, carpets, furnishing, fixtures and fittings, flower displays or any article or equipment belonging to the Council arising directly or indirectly out of the hiring of the premises.

The hirer shall be responsible for their visitors, including their safety and well-being whilst attending the event. It is therefore, the responsibility of the Hirer by way of indemnity to effect insurance against all claims, costs or demands in respect of personal injury and/or loss or theft of and/or damage to property howsoever suffered or incurred by any person or company whatsoever which may arise out of the hiring of the premises to the value of **£5,000,000**. **The council will require such insurance to be effected and the production of evidence of the same should members of the public be in attendance at an event. Failure to comply will result in the cancellation of the hiring.**

The Hirer shall indemnify the Council against all actions, claim, costs, demands and the like made against the Council and attribute directly or indirectly to the hiring of the premises on the Terms, Conditions, and Regulations herein contained.

8. **Wi-Fi** – Public Wi-Fi is available *Free of Charge* inside the building. **An Access Code for use of the Wi-Fi will need to be obtained when the Hirer collects the door key for the building, prior to the meeting/event.**
9. **Force Majeure** - If either party is prevented or delayed in the performance of any of its obligations under the agreement by an event of force majeure then the affected party shall have no liability in respect of such prevention or delay.
10. **Maintenance of Good Order** - The Hirer shall at all times be responsible for the supervision of the premises and maintenance of good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no-one trespasses on the premises. The Council is not required to provide such supervision in any manner.
11. **Licensing Act 2003** - **The premises is not licensed under the Licensing Act 2003 therefore Music, Dancing and the sale of Alcohol is not permitted. Furthermore, the Market Square is covered by the Alcohol Consumption in Designated Public Places (Woodbridge) Order (No.1) 2007.** However should a license for regulated entertainment be required the Hirer must obtain a Temporary Events Notice for the period of the hire from East Suffolk District Council and send an approved copy to the Town Council.
12. **Health & Safety** - It is the Hirers responsibility to properly carry out risk assessments and to ensure that all working practices comply with the codes of practice referred to below and all applicable laws, regulations, rules and industry codes of practise.
13. **Smoking** - Smoking is not permitted on any part of the premises.
14. **Outbreaks of Fire** – The hirer to be aware of the action to be taken in the event of a fire, which will include calling the Fire Service on 999 and evacuating the premises. There are fire extinguishers located in the main lobby, however in the event of the fire alarm sounding, the premises should be evacuated immediately. Entrance and exit routes must be kept clear at all times. For safety reasons the use of candles and other incendiary items are prohibited.
15. **Electrical Appliances Safety** - The Hirer shall ensure that any electrical appliances brought by them to the premises and used, shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
16. **First Aid Cover** - The Hirer is responsible for providing any required first aid cover.
17. **Prohibitions** - All hiring's are subject to no alterations or additions being made by the Hirer to the lighting, heating, seating, flower displays, fixtures, fittings or other arrangements of the premises.
18. **Right of Entry** - Any duly authorised Officers of the Council on duty shall at all times have free ingress and egress to and from the premises.
19. **No Rights** - The Confirmation of Hire constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.
20. **Outside Catering** - The Wild Strawberry Café & The Galley Restaurant have first refusal to provide outside catering at events on the Market Square and Cobbled Area. In the first instance please contact them direct to find out more about their services.
 - The Wild Strawberry Café, 19a Market Hill, Woodbridge, Suffolk IP12 4LX Tel: 01394 388881 info@wildstrawberrycafe.co.uk www.wildstrawberrycafe.co.uk
 - The Galley Restaurant, 21 Market Hill, Woodbridge, Suffolk IP12 4LX Tel: 01394 380055 www.galley.uk.com