



**SALTASH TOWN COUNCIL
BOOKING FORM
FOR
ISAMBARD HOUSE**

DATE REQUIRED:

TIMES REQUIRED:

FROM:

TO:

TYPE OF EVENT/FUNCTION

COMMERCIAL

**COMMUNITY
(WITHIN THE PL12 AREA)**

NUMBER OF PEOPLE ATTENDING

DETAILS OF HOW ROOM IS TO BE LAID OUT

IS BAR REQUIRED?

YES/NO

If you are having a licensed bar, a copy of the TEN (temporary event notice) and details of the licensee/bar operator needs to be submitted to the Town council and displayed on the premises for the duration of the event.

TIME BAR BEING SET UP

.....

WHO IS PROVIDING BAR

.....

DO YOU REQUIRE USE OF THE KITCHEN?

YES/NO

IS FOOD BEING PROVIDED?

YES/NO

IF SO, BY WHOM?

.....

CATERERS TIME OF ARRIVAL

.....

IS ANY ELECTRICAL EQUIPMENT BEING BROUGHT ON SITE?

IF SO, WHAT IS IT?

HAS IT BEEN PAT TESTED?

Please note: no electrical equipment without current PAT test certificate or label, will be allowed on the premises. A copy of the certificate must be enclosed with the booking form.

DECLARATION

I UNDERSTAND AND AGREE to be responsible for any damage to the Council building or property, howsoever caused, during my occupation and to pay the amount of any damages as assessed by the Town Council.

I UNDERSTAND AND AGREE that I will be present throughout the duration of the event/occupation of the building.

I UNDERSTAND AND AGREE to abide by the regulations and conditions for the hire of Isambard House as attached.

I CONFIRM I HAVE READ AND AGREE to abide by the Town Council's Covid-19 Risk Assessment at all times when hiring Isambard House.

I CONFIRM I HAVE PROVIDED AND AGREE to abide by the hirers Covid-19 Risk Assessment at all times for the hire of the event/function held at Isambard House.

SIGNATURE OF APPLICANT

(Age 18 or over, to be signed in the presence of a member of Saltash Town Council staff)

NAME (in capitals)

NAME OF ORGANISATION

ADDRESS

Telephone number

E-mail address:

Date:

PLEASE RETURN THIS COMPLETED BOOKING FORM ALONG WITH YOUR PUBLIC LIABILITY INSURANCE TO THE ADDRESS OR EMAIL BELOW.

Please note: Your booking is not complete until we have received your insurance and signed booking form and we have received payment. Additional fees will be charged if you exceed the stated booking times or incur additional cleaning costs

We accept card payments, cash and cheques. Cheques need to be made payable to Saltash Town Council. If you wish to pay by bank transfer, please ask and an invoice will be sent to you by email. BACS details: Name: Saltash Town Council, Account No: 80318477, Sort Code: 20-50-40.

The Town Council reserves the right to require a damages and additional cost deposit bond whenever considered appropriate.

Saltash Town Council,
The Guildhall,
12 Lower Fore Street,
Saltash.
PL12 6JX
enquiries@saltash.gov.uk / 01752 844846

FOR OFFICE USE ONLY:

GUILDHALL:

$$\boxed{} \text{ Hours} \times \text{£} \boxed{} = \text{£} \boxed{}$$

COUNCIL CHAMBER:

$$\boxed{} \text{ Hours} \times \text{£} \boxed{} = \text{£} \boxed{}$$

TEA & COFFEE:

$$\boxed{} \times \text{£} \boxed{} = \text{GROSS £} \boxed{} + \text{Inc VAT}$$

TOTAL AMOUNT PAYABLE £ _____

SALTASH TOWN COUNCIL (ISAMBARD HOUSE)
REGULATIONS & CONDITIONS OF HIRE
(this sheet is to be kept by Hirer)

1. All lettings are at the discretion of the Town Council. All booking forms, insurance and Covid-19 activity Risk Assessment must be received prior to the booking date.
2. Cancellation Policy:
Please provide as much notice should the room no longer be required.
3. Premises are not available for hire on bank or public holidays.
4. The right to cancel any letting is reserved should the premises be required for any public meeting convened by the Town Council or, in the opinion of the Council, the premises are required for any other purpose in the interests of the public or Council.
5. Any electrical equipment brought into the building must have an up-to-date PAT test. Permission to use the equipment will be refused if it does not comply. All disco equipment must meet the Environmental Health guidelines for noise standards. Pyrotechnics, other special effects, hazardous materials and bouncy castles are not allowed in accordance with the premises licence.
6. Sub-letting is forbidden.
7. It is the responsibility of hirer/s to ensure that their activities are insured for public liability and personal accident, where appropriate.
8. Saltash Town Council accepts no responsibility for personal injury or damage to clothing or property sustained during any hiring of the premises.
9. It is the responsibility of the hirer for the fire safety registration and evacuation of their guests. The Fire Assembly Point is the other end of Victoria Gardens.
10. It is the responsibility of the hirer to clean and remove any waste (food, paper, etc.) from the building after an event.
11. All damage to the Council building or property will be assessed by the Council, whose assessment shall be final and binding and paid for accordingly by the hirer.
12. All appropriate doors must be kept unlocked and unbolted when the premises are in use, and main gangways be kept clear. No additional or moveable lights are permitted.
13. Hirers of Isambard House must make their own cloakroom arrangements.

14. It is the responsibility of the hirer to make their own arrangements for obtaining a Temporary Events Notice (TEN) Licence for dispensing alcoholic drinks and a copy of the license is to be presented to the Town Council and a copy displayed on the main noticeboard, throughout the function. Details of the licensee/bar operator are required for display on the premises *for the duration of the event*.
15. No alcohol whatsoever shall be taken onto the premises without prior permission being granted by the Town Council.
16. If, in the opinion of the Town Council, there have been any cases of drunkenness, excessive noise or unruly behaviour during any letting, the hirer will be barred from hiring Council accommodation on future occasions and the function may be terminated.
17. Wall displays and decorations must not be put up without the permission of a member of staff.
18. A member of staff will be on duty to unlock the Isambard House and will return 10 minutes prior to end of the hire time unless a Town Councillor is to use the building as a representative of STC.
19. For all bookings, at least one adult (over 18 years of age) must be present and remain on the premises for the duration of any booking.
20. The Town Council reserve the right to require a damages and additional cost deposit bond whenever considered appropriate.
21. All bookings for groups, businesses and organisations must have their own Public Liability insurance of £10m in place however, this is not a requirement if the hirer is an individual using the space for a private function.
22. When you hire the Isambard House, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send information relating to your hire. Your personal information will not be shared with any third party without your prior consent. For further information please refer to the privacy notice, which is available on the Town Council website or on request.
23. Saltash Town Council reserve the right to cancel your booking with immediate notice and for an undetermined amount of time.
24. Social distancing and track and trace requirements are the responsibility of the hirer.