

CHIPPING NORTON TOWN COUNCIL TOWN HALL



Chipping Norton Town Council
The Guildhall, Chipping Norton, OX7 5NJ
events@chippingnorton-tc.gov.uk
01608 642 341

Dear Hirer,

The attached information is just a guide and is here to help you with the booking process. If you have any issues at all, please contact Town Council office at 01608 642341 (events@chippingnorton-tc.gov.uk) who will be glad to help.

Floor plan

Please let us know how you want the rooms laid out and include as much relevant information as possible i.e.

- Number of guests seated or standing.
- If the booking includes the sale of alcohol
- Is the use of the Council Chamber required (Mayor's permission needed)
- Any sound equipment required (Roving microphone, 2 lavalier microphones in Upper Hall)
- Is the projector and/or screen required?
- Are the full kitchen and catering facilities required (Lower Hall)
- Would you like Tea and Coffee making facilities with tea and coffee provided?

This will allow us to get the space prepared before you arrive.

Terms and Conditions

Make sure you read through carefully, especially the fire and Health and Safety sections and make note of any area which will affect you or your group. If there are any aspects, you are unsure of please let us know.

Risk Assessment

Please provide the Town Council Booking's Office with a copy of your Risk Assessment, along with all contractors Risk Assessments for our records.

Contact

If you have any issues regarding your event which need urgent attention please contact the Town Hall Keeper on 07980 215714. This is not to be used for general enquires but we would rather you contact us so we can try and resolve any problems straight away rather than it affect the use of the halls and interfere with your event. Further information and frequently asked questions can also be found under our venues on our website www.chippingnorton-tc.co.uk.

Town Hall Booking Form

Name		
Organisation <i>if applicable</i>		
Billing Address		
Telephone	Daytime	Mobile
E-mail address		
Venue <i>Upper Hall, Lower Hall, The Snug, or Whole Building</i>		
Date & Times Required <i>Please note this includes set up and clearing time</i>		
Number of people attending		
Group Type <i>Group 1: Charity and Local*</i> <i>Group 2: Private Parties and other Organisations</i> <i>Group 3: Commercial/Sales</i>	<i>*Chipping Norton organisations hosting open events with no entry fee</i> Group: Reg. Charity no:	
Occasion/Function <i>Sale, Meeting, Party</i>		

Additional Facilities/Equipment Hire Yes/No	Full catering facility <i>(Lower Hall)</i>		
	Council Chamber <i>*Use subject to Mayor's permission</i>		
	Sound Equipment: Upper Hall <i>Handheld microphone</i>		
	<i>Lavalier microphone</i>		
	<i>Portable speaker and microphone with stand</i>		
	Sound Equipment Lower Hall <i>Portable speaker and microphone with stand</i>		
	Projector and Screen		
	Sale of alcohol		
	Tea and Coffee Making Facilities (inc. Provisions) <i>(Please indicate number of packs required – we offer in packs of 12 cups – see price chart below)</i>	Coffee	Tea
Special Instructions <i>Please use this space to describe any other information about your event. If any tables and chairs are required, what formation you would like.</i>			

****Covid-19 Pandemic****

Chipping Norton Town Council will consider all measures to ensure your booking takes place as planned but reserves the right to cancel without notice or offer a limited service should the prevalence of Covid 19 in Chipping Norton or within the Council's workforce be increased.

HIRER'S PUBLIC LIABILITY INSURANCE

In common with most hall operators, the Council's Public liability Insurance only extends to incidents and events for which it is proved the Council is directly responsible. It does NOT provide cover for any incidents or events for which an individual hirer may be held to be responsible.

This means that if you hire one of the Council's halls and an incident occurs whereby damage is caused to property or injury to a person, and you are found to be negligent, you could be sued for liable or substantial damages. Consequently, to give hirers a reasonable level of protection it is a condition of hire that appropriate public liability insurance is in place. If you already have such cover, please provide it to the Town Council Office prior to your event.

If you do not have public liability cover, please complete the declaration on the next page. Unfortunately, the Council is unable to offer hirer's liability cover to: Commercial organisations, Professional organisations or Political organisations

☐ I have my own public liability insurance, and have attached a copy with this booking form

☐ I hereby apply for hirer's liability insurance cover. I understand that the premium will be 10.5% (including Insurance Premium Tax) of the hire charge and is payable with the balance of fees when due. I certify that the hiring does NOT fall into the category of commercial organisations, professional entertainers, or political organisations. I also understand that the Council may refuse cover in other circumstances, in which case I shall have to arrange my own cover and provide evidence of this.

Signed: **Date:**

IMPORTANT NOTE: Bookings will not be considered to be confirmed unless this declaration is Completed.

Declaration

By signing this agreement, you are confirming that you will abide by the terms and conditions as laid out attached, that you have read, fully understand and agree to these conditions in their entirety. If the terms and conditions are not attached, please contact the Town Council Office as an excuse of not reading them will not be permitted at a later date.

Signed: **Date:**

Terms and conditions of Hire

Please read and review the following completely before signing to accept these terms and conditions of your booking.

1. No booking shall be confirmed, nor shall any agreement exist unless:

☐

 A booking form has been completed by hirers and returned.

☐

 A deposit and/or full hire has been paid in advance of the booking.

☐

 A completed term and conditions & fire safety form has been signed and returned

☐

 Appropriate risk assessments and certification has been copied and attached to the booking form.

☐

 Under no circumstances should any event be advertised until all the above have been received and acknowledged by the Bookings Office.

Hiring and Fees

General

2. Charges are in accordance with the current published rates and are subject to an annual price review, this will usually take effect in April.
3. For any booking charged at more than £50.00 we will require a deposit of 25% of the booking fee up to a maximum deposit of £150.00. We will require a deposit to be paid in full immediately to confirm the booking in the Town Hall Calendar. All bookings will be treated as a provisional booking until the deposit has been paid.
4. We require 72 hours' notice to cancel your booking. Any cancellations not falling within 72 hours of the booking will require the full payment to be made.
5. Fly posting and advertisement using the Town Hall railings is allowed 7 days prior to the event taking place. Hirers must affix the posters or any other advertisements using zip ties or other mechanisms that are non-permanent and will not damage the Town Hall railings.
6. Half hourly bookings will be accepted, but the minimum charge will apply (1 Hour).
7. Hire of the Town Hall between Christmas Eve to New Year's Day will be subject to special consideration by the Facilities and Events Officer.

Hire and Fees

Town Hall Scale of Charges (2022)

<u>Venue</u>	<u>Charity & Local Organisations</u>	<u>Private</u>	<u>Commercial</u>
Whole Building with all facilities	£275.00 (9am – Midnight)	£480 (9am – Midnight)	£732 (9am – Midnight)
Whole Building with all facilities	£150 (8 Hours)	£263 (8 Hours)	£440 (8 Hours)
Whole Building (Excl. Council Chamber)	£25 (Per Hour)	£40 (Per Hour)	£61 (Per Hour)
Upper Hall	£15 (Per Hour)	£30 (Per Hour)	£45 (Per Hour)

Lower Hall (Excl. catering use)	£12 (Per Hour)	£25 (Per Hour)	£35 (Per Hour)
Council Chamber	£60 (Standard charge)	£60 (Standard Charge)	£60 (Standard Charge)
The Snug	£6 (Per Hour)	£12.50 (Per Hour)	£17.50 (Per Hour)
After Midnight Surcharge	£30 (Per Hour)	£30 (Per Hour)	£30 (Per Hour)
Full Catering Facility	£2 (Per Hour)	£3.50 (Per Hour)	£5 (Per Hour)
Serving of Alcohol	£12 (Per Hour)	£12 (Per Hour)	£12 (Per Hour)
Sound Equipment	£5	£5	£5
Projector and Screen	£10	£10	£10
Coffee making facilities for 12 people. <i>(Duo jug coffee filter machine with Kenco Coffee, milk, sugar. 3.5 litre pump pot available)</i>	£8 (Per 12 cups)	£8 (Per 12 cups)	£8 (Per 12 cups)
Tea making facilities for 12 people. <i>(Teapots or single use, Yorkshire Tea Bags, milk, sugar. 3.5 litre pump pot available)</i>	£7.50 (Per 12 cups)	£7.50 (Per 12 cups)	£7.50 (Per 12 cups)

8. Occupancy outside the booking session times will incur a charge of £25 per hour or part of.
9. Charity groups must provide proof of a registered charity number at time of booking to ensure charity group 1 rates are applied to the booking. Alternatively proof and amount of donation must be supplied after the event. If these are not provided to the Council's satisfaction the hirer will be invoiced for the difference.
10. Access to the building will only be granted from the start time of your booking – early access is not available. The caretakers will prepare the building with prior instruction but, it is up to the hirer to book the facility to allow enough time for them to set up.
11. You will be expected to have cleared up and vacate the building at the end of your booked time. It is the hirers responsibility to allow sufficient time for them to clear away and leave the building in the condition they found it, this includes the cleaning and putting away of any crockery used. The hirer will be responsible to pay the cost of any significant cleaning required which has not been agreed prior to the event.

12. Events which include the consumption of alcohol are subject to additional fees as stated in the scale of charges.

Cancellation

13. Bookings cancelled with less than 72 hours' notice will result in loss of deposit.
14. Bookings cancelled within 24 hours' notice or less, or hirers who do not show up at their booked time will be charged the full amount.
15. Any booking is subject to cancellation by the Council without payment of any compensation if the facilities are required for a public purpose, under condition 8, or in any case where, in the opinion of the council, cancellation of the booking is necessary.

Restrictions and use of the premises

General

16. Full catering facilities with cooking and catering provisions are available on request and are situated adjacent to the Lower Hall of the Town Hall.
17. Cups, mugs, and assorted crockery is available for hirers' use during their events. Chipping Norton Town Council would encourage hirers to use the provided dishware or would encourage the use of recyclable materials.
18. The hirer is completely responsible for the behaviour of people attending functions. For public dances the hirer MUST provide stewards to maintain order. The stewards must be identifiable as such, appropriately registered and in attendance for the purposes of stewarding, not simply attending the function. The numbers of stewards should be: Up to 70 persons 1 steward, 71-140 persons 2 stewards, 141-220 persons 3 stewards, and 221-250 persons 4 stewards.

The Town Hall Keeper is fully licenced so the hirer will not need to apply for their own licence.

19. When in use, the premises must be open to free access and inspection by;
 - Authorised officers* of licensing authority.
 - Police officers
 - Fire authority officers
 - The Chipping Norton town council representative

*Authorised officers have authority to take photographs, measurements, recordings and samples.

Restrictions

20. The volume of music played at any event must be reasonable and must not cause nuisance to residents who may live nearby. The hirer will be responsible for complying with any request by the council or their representatives to reduce the volume of music.
21. All rubbish & waste should be removed by the hirer. Waste where possible should be separated and recycled. Food waste should be disposed of responsibly.
22. No posters, notices, fittings, or fixtures of any description are to be affixed to the buildings except where fixing points are provided. The cost of making good any damage resulting from a breach of this condition must be paid by the hirer.
23. Use of the stage must be agreed prior to an event if intended for use and an appropriate risk assessment carried out.
24. Use of the hob in the kitchen facilities must be agreed prior to an event if intended for use and an appropriate risk assessment carried out.
25. It is against the law to smoke in the Halls and subject to fixed penalty notices or court action. You must ensure that persons attending your event do not smoke in the building and use the designated smoking areas outside.
26. The hirer is responsible for clearing away discarded cigarette ends from around the entrance doors where the ashtray has not been used. The hirer will be responsible for any additional cleaning charges that may be incurred.
27. No metal tipped stiletto heels may be worn in the Upper Hall.

Fire and Health & Safety

The hirer accepts responsibility to act as Fire Marshall, and must familiarise themselves with:

- The Evacuation Plan
- The Assembly Point

And must be able to communicate these to the rest of the guests

1. Exceeding maximum number of persons for each area is ***strictly prohibited***. The maximum person capacity for each room or area is listed below:

Upper Hall (Craft Fair/Exhibition)	24 Stands
Upper Hall (Seated Theatre Formation)	250 (including balcony)
Upper Hall (Banquet)	144
Upper Hall (Dinner Dance – Oblong Tables)	120
Upper Hall (Dinner Dance – 6ft Round Tables)	90
Balcony	56
Lower Hall (Craft Fair/Exhibition)	8 Stands
Lower Hall (Seated Theatre Formation)	75
Lower Hall (Banquet)	40
Council Chamber	16

The total capacity of the Town Hall must not exceed 250.

All numbers to include bar staff, stewards, contractors, or entertainers.

2. Any electrical equipment used within the hall by hirers must have proof of Portable Appliance Testing (PAT) in the last 12 months and be used in an appropriate and safe manner. Extension leads and adapters must be risk assessed for trip hazards and PAT tested.
3. You must always keep every designated exit route free from any other obstruction. You must not conceal viewing, or obstructing access to, any fire-fighting equipment.
4. Disabled persons will have a designated carer who will be responsible for assisting them to exit the building in the event of fire alarm activation.
5. Be aware of the fire assembly points, which are marked by green signs.
6. In the case of an emergency, hirers and users should familiarise themselves with the nearest emergency exit point. In the Upper Hall users should exit through the main doors, and in the Lower Hall, users may exit through either door adjacent to the Lower Hall.

Health and safety

7. **No naked flames**, including but not limited to; candles, tea lights, flammable liquids/gases, portable heaters or paraffin burners are not permitted. If any of the above are found to be in use the damage deposit may be retained in full to cover increase liability.
8. The use of smoke machines or haze machines is not permitted.
9. The hirer will be responsible for the call out charge if the fire brigade attends an alarm call caused by the use of any prohibited items.
10. Hirers or their contractors do not use ladders within the halls without proof of working at Heights certification. Step ladders may be used entirely at own risk.

11. Hirers accept their own responsibility for food hygiene and must have an HACCP food plan in place.
12. Risk assessments should be in place for each booking. If you have hired in entertainers or acts, they will also be required to have appropriate risk assessment and insurance in place, prior to using the hall or rooms.
13. Every care must be taken to avoid spillage. If spillage does occur, you must ensure the spillage is cleared up as soon possible using blue hand towel and warm water. No detergents are to be used.
14. Children must be properly supervised and have designated persons who will be responsible for their welfare, this includes but is not limited to monitoring them in the car park, stage, and balcony level.
15. The hirer must report any accidents/incidents/near misses to the Town Council Office as soon as possible.
16. The hirer must report any damage to the building as soon as possible.
17. A defibrillator map can be found in the lobby of the Lower Hall. The nearest defibrillator can be found in the Market St Car Park, inside the silver Phone Box opposite the Sainsburys, OX7 5NQ.
18. First Aid Kits can be found in the Upper Hall bar area, Lower Hall kitchen, and in the Town Hall Keeper's Office in the Lower Hall.

Disabled Access

The Town Hall is a listed building and does not have a lift to access different floors within the building. Disabled access to the Upper Hall is via the ramp and main doors, and through either door to the side of the Lower Hall. The Town Hall has accessible toilet facilities found behind the bar in the Upper Hall.

The council do not hold themselves responsible in any circumstance for loss, damage, theft, or accident within the buildings beyond their legal responsibility as owners of the Town Hall.

HIRER'S PRIVACY NOTICE

When you hire one of our Public Halls, hire a sports pitch or hold an event on one of our recreation grounds, 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 respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security

Chipping Norton Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Chipping Norton Town Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Town Clerk, townclerk@chippingnorton-tc.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Council to request this.

Information Deletion

If you wish Chipping Norton Town Council to delete the information about you please contact the Town Clerk, townclerk@chippingnorton-tc.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Chipping Norton Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Chipping Norton Town Clerk, townclerk@chippingnorton-tc.gov.uk