

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.

Event Booking and Venue Hire Policy

Chipping Norton Town Council is an inclusive organisation that encourages the use of its venues and facilities by all sectors of society, including local businesses, community groups, charities, and individuals. Please ensure you read the Event Booking and Hire Policy at the end of this document.

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, Chippy Phone Box</i>	<i>*Please note the chippy Phone Box is a Free space for local non-profit and charitable organisations. There is a maximum hire of 2 weeks starting either 1st or 15th of the month.</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>PA System with 8 channel mixer</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 do not have public liability insurance. I am not a Registered Charity, Commercial, Professional or Political organisation, and understand that I am liable for any incidents that may occur during the hire of the premises where it is my responsibility to ensure the safety of people at my event.

☐ I understand a Risk Assessment of my event is required before the booking takes place.

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:**