



CHIPPING NORTON TOWN COUNCIL

Chipping Norton Town Hall Booking Form

Welcome to Chipping Norton Town Hall - Your Event Destination

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

Dear Hirer,

The information below is a 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:

Please familiarise yourself with our Event Booking and Hire Policy [\[link\]](#). This document serves as a guide for all hirers, ensuring a smooth booking process. If you have any questions, feel free to contact us.

Event Plan:

To help prepare for your event, please provide details on room layout preferences, including:

- Number of guests (seated or standing).
- Number of tables and chairs required.
- Requested Layout (If known)
- Tablecloth Hire.
- Dry Bar Hire.
- Inclusion of alcohol sales.
- Town Hall event bar hire.
- Sound equipment needs.
- Projector and/or screen requirement.
- Full kitchen and catering facilities.
- Tea and coffee making facilities.

Terms and Conditions:

Read through our Terms and Conditions [\[link\]](#) carefully, particularly the fire and Health and Safety sections. If any aspects are unclear, please let us know.

Risk Assessment and Public Liability Insurance:

Submit your Public Liability Insurance and Risk Assessment, along with any contractor's Risk Assessments, to events@chippingnorton-tc.gov.uk for our records. Please make sure you complete the public liability and risk assessment declaration at the bottom of the Booking Form.

Contact during Events:

For urgent matters during your event, contact the Town Hall Keeper at 07980 215714 or the Events and Facilities Officer on 07561 707238.



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HIRER'S DETAILS - Please complete your details below.

Name:

Organisation:

(If applicable)

Billing Address:

Mobile Telephone:

Email Address:

GROUP TYPE - Please indicate the type of booking you require:

- **For all charity and local bookings, we will require you to complete the 'Charity Booking Section' to confirm the event.**
- **Local organisations with a Chipping Norton Post Code, can be charged the charity rate if there are no charges for the people participating in your event.**
- **Discounts to worthy groups and events in the community where charges are in place will be at the discretion of the Facilitator and Events Officer following consultation with Council.**

Standard Hire

Any hire's that are booked through a private individual or commercial organisation or business, to include but not limited to; private parties and events, ticketed live events, presentations and talks, AGM's and private meetings.

Charity 50% Discount

Any hire's booked by charities, not-for-profit organisations, and local community groups, that are not charging tickets or a charge to their participants.

ABOUT YOUR EVENT – please let us know more information about your event so that we can support you fully



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Event – e.g. Sales / Meeting / Party / Fete / Live Music / Charity Fundraiser					
Number of people attending – please note any event with over 180 will require security stewards					
Number of 6ft x 3ft trestle tables required for your event – please see table layout examples on https://www.chippingnorton-tc.gov.uk/town-hall/the-halls/					
Number of chairs required for your event					
DATE & TIMES REQUIRED - Please note this MUST include set up and clearing time					
Date of the event:	Date	Month	Year		
Times of event: <i>(This must include set up and clear out time)</i>	Start time	End time	Duration		
RECURRING DATES – please let us know any repeat booking dates below:					
Weekly	Fortnightly	Every 3 weeks	Every 4 weeks	Monthly	Bi-Monthly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repeat booking last date:	Date	Month	Year		
Additional Information – please let us know any dates not required in your recurring bookings period, or if you have a recurring booking that is on ad-hoc dates with no weekly or monthly pattern in the box below:					



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Dates NOT required or Ad-hoc repeat dates:

(Recurring bookings only)

VENUE HIRE – please let us know which of the Town Hall spaces you would like to hire for your event. All charges are per hour unless indicated. For room sizes and layouts please go to <https://www.chippingnorton-tc.gov.uk/town-hall/the-halls/> or email events@chippingnorton-tc.gov.uk

Space you would like to hire	Standard Rate	Charity Rate	Tick
Whole Building with all facilities (15 Hours) <i>9:00 – Midnight Single Charge</i>	£632.00	£316.00	<input type="checkbox"/>
Whole Building with all facilities (8 hours) <i>09:00–17:00 / 16:00–Midnight Single Charge</i>	£366	£183.00	<input type="checkbox"/>
Whole Building	£53.00	£26.50	<input type="checkbox"/>
Upper Hall	£39	£19.50	<input type="checkbox"/>
Upper Hall Bar and Equipment Use	£2.50	£2.50	<input type="checkbox"/>
Town Hall Run Event Bar	£40	£40	<input type="checkbox"/>
LOWER HALL AND CATERING KITCHEN – please note that the kitchen is accessed directly from the Lower Hall. As such the Lower Hall must also be hired when the kitchen facility is booked. The full catering facility without the Lower Hall booked is through special permission from Facilities and Events Officer.			
Lower Hall <i>(Excluding Use of the kitchen)</i>	£31.00	£15.50	<input type="checkbox"/>
Kitchen Lower Hall High Use <i>(Full Catering Kitchen Equipment Use)</i>	£7.50	£3.75	<input type="checkbox"/>
Kitchen Lower Hall Low Use <i>(Tea and Coffee equipment only)</i>	£2.50	£2.50	<input type="checkbox"/>
Council Chamber	£16.00	£8.00	<input type="checkbox"/>



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The Snug	£17.50	£8.00	<input type="checkbox"/>
AFTER-MIDNIGHT AND OVERSTAY – additional charges for after midnight bookings and overstay of your booking times are below.			
After Midnight Surcharge – Single Charge <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i>	£30	£30	
Overstay of Occupancy <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i>	£25 each hour or part of an hour	£25 each hour or part of an hour	
ADDITIONAL SERVICES AND EQUIPMENT HIRE – please let us know of any additional equipment or services that you wish to use for your event. If you are found to be using equipment that has not been booked, you will be charged for its use, and could be subject to further sanctions on the use of the Town Hall as your use could affect other bookings following your event.			
Serving of Alcohol – Town Hall Licensee on site <i>(Charge not applied if you provide your own Licensee or have a TENS License from West Oxfordshire District council)</i>	£15	£15	<input type="checkbox"/>
Sound Equipment - Single Charge <i>(Options available: Upper Hall - Electronic lectern with mic / 2x handheld radio mics / 1 x lapel mic / 4 x cable mics with stands / surround speakers / 2 x standing PA's. Lower Hall - portable Wi-Fi & Bluetooth speaker with mic's available.)</i>	£5	£5	<input type="checkbox"/>
Hearing Loop <i>(Available in Upper Hall / Lower Hall / Council Chambers)</i>	No Charge	No Charge	<input type="checkbox"/>
Projector and Screen - Single Charge	£10	£10	<input type="checkbox"/>
Coffee making facilities for 12 people – please let us know the number of packs required. <i>(Duo jug coffee filter machine with Kenco Coffee, milk, sugar. 3.5 litre pump pot available)</i>	£8.50 (Per 12 cups)	£8.50 (Per 12 cups)	



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Tea making facilities for 12 people - please let us know the number of packs required. <i>(Teapots or single use, Yorkshire Tea Bags, milk, sugar. 3.5 litre pump pot available)</i>	£8.00 (Per 12 cups)	£8.00 (Per 12 cups)	
Tablecloths <i>(For 6ft x 3ft trestle tables)</i>	£3.00 each	£3.00 each	<input type="checkbox"/>
3-in-1 Games Table - Single Charge	£10	£10	<input type="checkbox"/>
LET OUR CLEANER'S CLEAN-UP FOR YOU. <ul style="list-style-type: none"> You must empty the building of any items that you bring with you. We expect your caterer / bar provider to leave their area clean as they found it – for health and safety reasons our cleaner cannot clean-up for external contractors. Glasses and crockery must be left in the kitchen / bar areas for cleaning. <p>Please note that any unreasonable mess/uncleanliness may add an additional charge following the booking, should it cause additional cleaning time.</p>			
After Event Cleans – Single Charge	£60	£60	<input type="checkbox"/>
ANY FURTHER INFORMTION – if there is any further information you would like to let us know about your event, please let us know in the box below. This may be informing us of the Caterers you are using, any accessibility requirements you may have, or simply a question you may need answering.			
Any further information			
WHAT HAPPENS NEXT			
<p>Thank you for your completed booking form. We will process your booking and once complete you will receive a booking confirmation. Please check your booking confirmation for any errors and inform us immediately if there are any issues. Once your booking confirmation has been sent you are able to cancel your booking up to 72 hours in advance without charge. Any bookings being cancelled within the 72 hours prior to the event taking place will be charged at the full price. Invoices are sent out for payment following the event, but if you would like to pay in advance please let us know in the additional information box, and we will administer that for you.</p>			



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CANCELLTION OF YOUR BOOKING FROM TOWN COUNCIL

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 there be any emergency maintenance required in or to the building / any security issues that means events cannot take place / any future prevalence of any pandemic or lock down situation.

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 below. 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.



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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:

IMPORTANT NOTE

Bookings will not be confirmed unless this declaration is Completed.