

Town Hall Booking Form

Bridport Tourist Information Centre
Town Hall, Bucky-Doo Square
Bridport DT6 3JP
Tel 01308 424901
tfoxwell@bridport-tc.gov.uk

(Complete, delete, specify as required)

Event Details:

Name of Organisation:.....

Registered Charity/Voluntary Body / Non Commercial/ Commercial

(Please circle as appropriate)

Type of Event: *(Fundraiser/AGM's/Music/Talks etc.)*

.....

Date(s) of Hire:.....

Time of Hire:.....

Main Hall: YES/NO

Committee Room: YES/NO

Kitchen: YES/NO

Name and Address of applicant, to whom the invoice should be sent:

Name:..... Telephone:.....

Email:.....

Address:.....

.....

.....

LICENSING

Is your event open to the General Public? YES / NO
If so, will you be charging an admission fee? YES / NO
How much per person? £.....

Will you be having music at your event? YES / NO
Will Performing Rights Society Fee apply? YES / NO

It is the Hirer's responsibility to comply with Performing Rights Legislation

Will you be having alcohol at your event? YES / NO
Will Licensing apply? YES / NO

It is the Hirer's responsibility to obtain the License from West Dorset District Council 01305 252441

REQUIREMENTS (Please indicate)

Main Hall

Layout Required (Lecture/ Boardroom/ No. of chairs/tables etc.):
.....
.....

Microphones YES / NO
TV Screen YES / NO
Traditional projector screen YES / NO
Flip Chart YES / NO
(the hirer will provide their own paper/pens)
Exhibition Boards YES/NO

Committee Room

Layout (normal) - Board Room Style YES/NO
Layout (by request) Classroom Style YES/NO
TV Screen YES/NO
Flip Chart YES/NO
(the hirer will provide their own paper and pens)

Use of Lift (This will need to be stewarded)

YES / NO

Please provide any further information on meeting requirements, with reference to the hirers guide.

DECLARATION

I hereby apply for the use of the above mentioned premises of the Town Council, upon the Terms and Conditions as set out in the hiring information (the Hirers Guide) which I have received and read. **Please retain the copy of the Hirers Guide for use at your event.**

I undertake to comply with these conditions and all applicable licensing regulations.

I confirm that I am over the age of eighteen and have authority to enter into this agreement. All applications are subject to confirmation by the Tourist Information Office.

Signature:..... Date:.....

Print Name:.....

Office Use:

Booking Approved: Yes/No

Fee:

Signed:

FEES FOR SERVICES

Town Hall charges include lighting, heating, VAT etc.

<u>Town Hall - MAIN HALL</u>	COMMUNITY (Bridport, community/charitable/ Voluntary groups)	NON-COMMUNITY (National/Regional Charities/Other public bodies)	COMMERCIAL
Morning, afternoon & evening (per session)	£30.00	£46.50	£114.50
Use of Kitchen	£5.00	£10.00	£20.00
<u>Town Hall - COMMITTEE ROOM</u>	COMMUNITY (Bridport, community/charitable/ Voluntary groups)	NON-COMMUNITY (National/Regional Charities/Other public bodies)	COMMERCIAL
Morning, afternoon & evening (per session)	£18.50	£37.00	£72.00
Use of Kitchen	£5.00	£10.00	£20.00

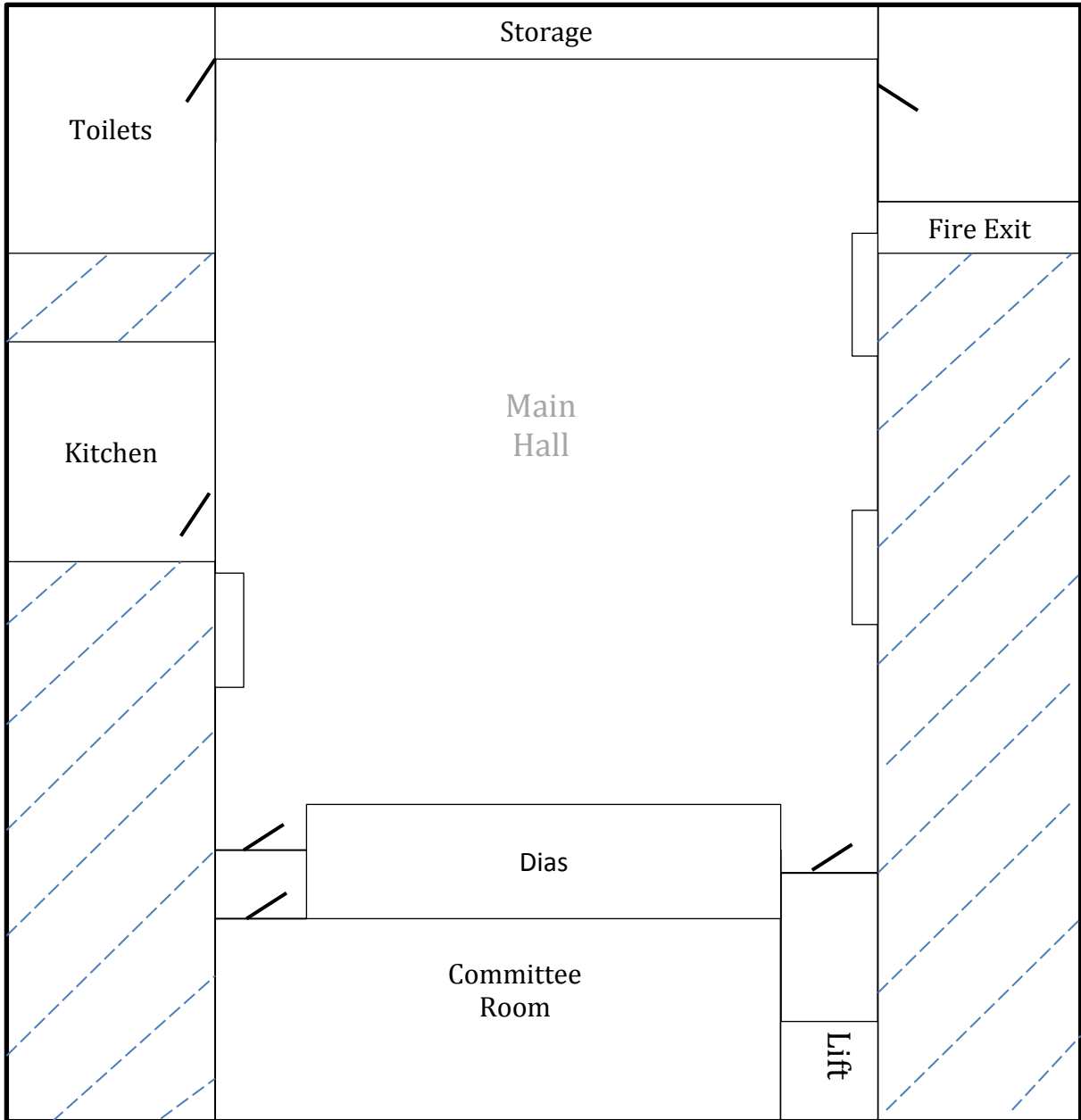
The Town Council reserves the right to refuse an application if it is deemed inappropriate.

Layout of Town Hall

Please demonstrate below the required layout for your booking.



— Dashes indicate dead space



Bridport Town Hall Hirers Guide

1. Hiring Information

Bridport Town Hall is a Grade 1 Listed Building, this was extensively refurbished as part of a Heritage Lottery Funded project, during 2011 and 2012.

The main hall and committee room on the first floor are available for hire and there is exhibition space available for hire on the ground floor. The building is maintained by Bridport Tourist Information Centre and this booklet provides information on the facilities on offer.

The Main Hall can accommodate up to 100 people and is a flexible space that can be used for meetings, events or activities. The room can be laid out as required by the hirer and you are welcome to discuss your requirements with the Tourist Information Centre.

The Committee Room can accommodate up to 20 people.

Room Booking Enquiries:

Terri Foxwell, Bridport Tourist Information Centre
01308 424901, tfoxwell@bridport-tc.gov.uk

Provisional bookings can be made over the phone, but to confirm a booking a booking form must be completed and returned to us. Only then will a booking confirmation be issued by Terri Foxwell, if your application is accepted.

A Practical Guide

Access Arrangements

The entrance to the Town Hall during the opening hours of the Tourist Information Centre will be via the Tourist Information Centre (TIC) main door on South Street.

The opening hours of the TIC, from Monday to Saturday, are: -

April - October 0900 -1700
November - March 1000 – 1500

If your event is during those hours, then it should not be necessary to have a key and you can enter and leave the building via the TIC entrance. However, you can also use the door on East Street.

Otherwise, outside of these hours, you will need to collect the keys from the Town Council's Offices in Mountfield (open Monday – Friday 8.30am to 5.00pm (Friday 4.30pm). **You also need to ensure the return of the keys the next day.**

For evening events, the main entrance and egress from the building will be by the back door on East Street. Please note that this entrance is up stairs. If you are hiring the Hall for a

public/private event, at which full accessibility is required and you wish to use the lift, then you must discuss your requirements with the Tourist Information Centre and ensure that arrangements are made to steward the Tourist Information Centre entrance, to ensure the safety of the goods within.

If you require the Town Council to provide stewarding for the duration of your event, then there will be an additional charge.

When the TIC is closed, the ground floor is alarmed and, unless alternative arrangements have been made, the lift must not be used.

The back door on East Street is self closing but can be put “on the latch” by rotating the snib on the door.

The Main Hall has an alarm and you will be given details of the code to de-alarm, if necessary, when you arrive (you will hear a sounder on entry if the alarm is set) and you will be shown how to set the alarm when you leave.

Kitchen Facilities - The kitchen is fully equipped for all types of event with a zip boiler for continuous boiling water, cooker, microwave, fridge, dish washer and double sinks. It has a large amount of cutlery and crockery, including cups and saucers, wine glasses etc.

Information on kitchen use is available in the Kitchen.

Heating - The heating in the building should be at the required temperature, as it is automatically set.

Lighting - Some of the building lighting – kitchen, toilets and first floor landing is automatically activated and the other lighting is controlled from the main light switch panel on your right, just inside the Main Hall.

Audi Visual - Microphones – roving and fixed - are available and the speakers are switched on under the top table on dais. Wi-Fi is available for users of the building. The Wi-Fi Password is: **br1dp0rttic**

A large screen television is available for presentations. Lap tops can be connected using the HDMI connector from the TV into a lap top. There is a loop system.

When booking the Town Hall, please let the Tourist Information Centre know your requirements and we will be happy to go through how the presentational and IT equipment works when you collect the keys.

For any problems please call out Caretaker, Darryl on 07764 365559.

2. Health and Safety

IT IS IMPORTANT THAT AS THE HIRER OF THE BUILDING YOU AND ALL THOSE ATTENDING YOUR EVENT ARE AWARE OF WHAT ACTION TO TAKE IN THE EVENT OF A FIRE AS SET OUT BELOW.

IF YOU DISCOVER A FIRE -

1. Immediately operate the nearest alarm call point.
2. The alarm is directly linked to the Fire and Rescue Service main switch board.
3. Attack the fire, if possible, with the appliances provided without taking personal risk.

ON HEARING THE FIRE ALARM IN THE TOURIST INFORMATION CENTRE -

4. A nominated person will call the Fire and Rescue Service immediately and confirm the direct link, or to notify a false alarm (01305 252040).
5. Check the CCTV to make sure anyone upstairs is evacuating the building via the front stairs.
6. Check the CCTV for evidence of fire.
7. Check log to see if anyone in the upstairs Town Hall is physically impaired, in a wheelchair or disabled and check the CCTV, to see if they have moved to the Refuge Zone.
8. Leave the building and report to the person in charge, at the assembly point on Bucky Doo Square.
9. The nominated person will ensure all persons are accounted for.
10. Notify the Fire and Rescue Service of anyone still in the building, or not accounted for.

ON HEARING THE FIRE ALARM UPSTAIRS IN THE TOWN HALL -

11. Move quickly to the main fire exit located at the top of the main staircase and continue down the stairs and out of the building to the assembly point on Bucky Doo Square.
12. Report to the Tourist Information Centre Staff (if during TIC opening hours).
13. The Fire Alarm is linked to the Fire and Rescue Service, so they will be alerted and on route.
14. If you are physically impaired, in a wheelchair or disabled, make your way to the Refuge Zone at the top of the main staircase and use the call point to notify the Tourist Information Centre Staff that you are there.
15. You will be in a safe area and assistance will be on its way, to get you out of the building.

DO NOT USE THE LIFT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

DO NOT ATTEMPT TO DEAL WITH THE FIRE UNLESS TRAINED TO DO SO

FALSE ALARM - NOTIFY THE MAIN FIRE CALL CENTRE ON 01305 252040

WHEN DEALING WITH FIRE

If a persons clothing is on fire, wrap a blanket, rug or similar closely around them and lay them on the ground and prevent flames reaching their head.

If electrical appliances are involved, switch off the current before attempting to deal with the fire. Shut doors and if possible the windows, when fire is discovered.

IT IS YOUR DUTY

To study this notice, to know what to do in the event of a fire and how to use the fire appliances. To make yourself familiar with all means of escape, in case of fire and to avoid any obstruction of staircases, landings and other means of escape, at all times.

IN CASE OF FIRE-

1. Lift the receiver and ring 999
2. Give the operator your name and telephone number and ask for FIRE
3. When through to the Fire and Rescue Service, reply clearly with the following message: -

FIRE AT: BRIDPORT TOWN HALL, EAST STREET, BRIDPORT, DT6 3LF

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE AND RESCUE SERVICE OPERATOR.

CALL THE FIRE AND RESCUE SERVICE TO EVERY FIRE OR ON SUSPICION OF FIRE.

Conditions of Hire

1. All persons using the Council's buildings or any part of them shall take the premises in such condition as they find it and leave it as found.
2. The Council will not be responsible for any loss, damage, or theft of personal property howsoever arising.
3. The Hirer shall reimburse the Council on demand the cost of making good any damage (howsoever arising) done to the Council's buildings or any part thereof, during the Hirer's use or occupation.
4. No person shall fix any object onto any part or fixture within the Council's premises by whatever means, without the prior consent of the Council.
5. The Hirer shall be responsible for all accidents caused or happening to any person arising out of the hire or occupation of the Council's premises or any part of them and the Hirer shall indemnify the Council against all costs and expenses which the Council may incur arising out of or in connection with any such accident. The Hirer must submit a copy of their insurance cover to the Bridport TIC with the Application for Hire.
6. All Fire exits are to be kept clear at all times and the back door (East Street) shall remain open or unlocked at all times when members of the public are in the Council's premises. All Electricity points, lights and heating switches shall be turned off at the end of hire. All heating pipes shall remain unobstructed.
7. In the event of Fire it is the Hirer's responsibility to evacuate the Council's premises as directed by the Emergency signs that are on display. Dorset Fire and Rescue Service should then be called and our caretaker, or Paul Violet on 07973 856691.
8. In cases where copyright music is publicly performed or presented, the Hirer must obtain a Performing Rights Society Licence.
9. In cases where alcohol is being sold, the Hirer must obtain a Licence from West Dorset District Council.
10. The Hirer must remove all waste, litter and any other extraneous matter from the premises and dispose of it at their own expense.
11. The Council reserves the right to exclude and remove from its buildings, any person creating a disturbance or using offensive language.
12. The Hirer must ensure that the venue is secured on leaving the premises.
13. Bridport Town Council reserves the right to recover any additional costs incurred by the Hirer's failure to comply with the Terms and Conditions of Hire.
14. The Town Council reserves the right to refuse an application for hire of its premises if the application is deemed inappropriate.