

**Bridport Town Council
Mountfield Bridport DT6 3JP
Tel 01308 456722
e-mail enquiries@bridport-tc.gov.uk**

Application for Venue Hire at Mountfield

(Complete, delete, specify as required)

Date(s) of Hire

Time of Hire

Committee Room / Meeting Room/ Lobby Meeting Room

Name and Address of applicant (to whom Invoice should be sent)

Telephone:

E-mail:

Name of Organisation

Registered Charity/Voluntary Body / Non Commercial/ Commercial

Type of Event

DECLARATION

I hereby apply for the use of the above mentioned premises of the Town Council, upon the Terms and Conditions I have received.

I undertake to comply with these Terms and Conditions.

I consent to the holding of the information provided in accordance with the Hirers' Privacy Notice, which I have received.

Signature

Date

Print Name

Office Use:

Booking Approved: Yes/No

Fee:

Signed:

MOUNTFIELD

Committee Room

Available for hire Monday – Thursday evenings,
Monday and Thursday daytime

Capacity - 35 persons

Loop System
Disabled Access
Disabled Toilet

The committee room is normally laid out in board room style but can be laid out in conference style upon request. Hire includes heating and lighting.

In extenuating circumstances it may be possible for the hirer to serve refreshments in the corridor. To discuss please contact the Town Council Office.

Meeting Room

Available for hire Monday – Friday daytime,
Monday – Thursday evening

Capacity - 12 persons at a board room table.
Hire includes heating and lighting.

Please note that disabled access to the Meeting Room is gained through the rear of the building.

If you wish to view the facilities at Mountfield before booking a venue, Please contact the Town Council Office.

The Town Council reserves the right to refuse an application for hire of its premises if the application is deemed inappropriate.

In advance of the event, keys for the venue must be obtained from the Town Council's Offices Monday – Friday 8.30 a.m. - 5 p.m. (4.30 p.m. Friday) and similarly returned, according to the instructions of the Town Council.

CURRENT SCALE OF CHARGES (TO BE CONFIRMED AT BOOKING)

Charges listed here are for clubs and organisations.

The Town Council's fees and charges are subject to annual review, from April 1st each year

Mountfield

Committee Room

Morning, afternoon or evening	£30.00
All day	£60.00

Meeting Room

Morning, afternoon or evening	£30.00
All day	£60.00

Wi-Fi is available for users of the rooms and please ask for the Code when the room is booked.

Flip Chart, Overhead Projector and Screen are available. There is a £5 surcharge for their use.

Charges for commercial and agency organisations and other activities are available on request from the Office Manager.

Charges for some charitable causes may be waived at the discretion of the Town Mayor in consultation with the Town Clerk.

The Town Council reserves the right to refuse an application for hire of its premises if the application is deemed inappropriate.

TERMS AND CONDITIONS OF HIRE

1. All charges are payable to Bridport Town Council on receipt of Invoice.
2. The Hirer must make themselves familiar with the venue, its facilities and services. The Mountfield building has an intruder alarm system which must be de-activated and activated on access and egress of building
3. 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.
4. The Council will not be responsible for any loss, damage, or theft of personal property howsoever arising.
5. 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.
6. 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.
7. 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 Town Council with the Application for Hire.
8. All Fire exits are to be kept clear at all times and the main door 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.
9. 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, Paul Violet on 07973 856691.
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.

BRIDPORT TOWN COUNCIL Privacy Notice

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 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: Bridport 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 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 Bridport Town Council at any time

Children: We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information: You have the right to request access to the information we have on you.

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.

Information Deletion: You can request Bridport Town Council to delete the information about you

Right to Object: If you believe that your data is not being processed for the purpose it has been collected for, you may object.

The contact for any of the above requests is the Town Clerk, Bridport Town Council, WAustin@bridport-tc.gov.uk; 01308 456722. Bridport Town Council, Mountfield, Bridport DT6 3JP.

Rights Related to Automated Decision Making and Profiling: Bridport 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 Town Clerk, Bridport Town Council, Will.Austin@bridport-tc.gov.uk; 01308 456722. Bridport Town Council, Mountfield, Bridport DT6 3JP and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.