



**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 (includes set up and take down time)	From	Until		
Room required (please tick)	Committee Room		1 <sup>st</sup> Floor Meeting Room	
Small Meeting Room				

Contact name	
Address of applicant (to whom Invoice should be sent)	
Name of Organisation	
Telephone Number	
E-mail address	

Description of event	
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Status of applicant (please tick)	Private		Public	
	Charity/Community		Individual	
Area in which the applicant operates (please tick)	Bridport area only		Wider area	

Will the event sell goods/services for private profit, and/or charge an entrance fee for private profit (please tick)?	Yes	No

**(the responses to these questions will be used to determine the appropriate hire fee)**

Please tick as appropriate to answer the following:		
Is your event open to the General Public?	Yes	No
If so, will you be charging an admission fee?	Yes	No
If yes, how much per person?	£	
Will you be having music at your event?	Yes	No
Will a Performing Rights Society fee apply? (see <a href="https://pplprs.co.uk/themusiclicence/#do-i-need">https://pplprs.co.uk/themusiclicence/#do-i-need</a> for information)	Yes	No

## DECLARATION

Please tick to confirm acceptance of each of the statements below:

I hereby apply for the use of the above-mentioned premises of the Town Council, and have read the terms and conditions provided with the booking form.	
I undertake to comply with (i) these conditions, (ii) all licensing and legal requirements, and (iii) any other permissions for the event(s).	
I am over 18.	
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 only				
Booking Approved	Yes		No	
Fee	£			
Signed				
Date booking confirmation sent				

## **FACILITIES AND CHARGES**

### **Committee Room**

- Available for hire Monday to Thursday, daytime and/or evening
- Capacity – 35 persons
- Loop System
- Disabled Access
- Disabled Toilet
- Public Wi-Fi
- Flip Chart, Multimedia Projector and Screen available (£5 surcharge)

The committee room is normally laid out in 'board room' style but can be laid out in conference style upon request.

In extenuating circumstances, it may be possible for the hirer to serve refreshments in the corridor, but not in the room itself, as it is a wedding venue.  
To discuss, please contact the Town Council Office.

### **1<sup>st</sup> Floor Meeting Room**

Available for hire: Monday – Fridays daytime, and/or evenings by arrangement.

- Capacity – 20 persons
- Toilets
- Public Wi-Fi
- Flip Chart, Multimedia Projector and Screen available (£5 surcharge)

### **Small Meeting Room**

Available for hire: Monday – Fridays daytime, and/or evenings by arrangement.

- Capacity – 10 persons
- Disabled Toilet
- Public Wi-Fi
- Flip Chart and Multimedia Projector available (£5 surcharge)

### **Viewing**

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

### **Access**

In advance of the event, keys for the venue must be obtained from the Town Council 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.

### **Right of Refusal**

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

**CURRENT SCALE OF CHARGES (TO BE CONFIRMED AT BOOKING)**

	<b>Per session (morning/afternoon/evening)</b>	<b>Full Day</b>
<b>Standard rate</b>	£75	£150
<b>Reduced Community rate</b>	£35	£70

A tailored fee may be negotiable for bookings across multiple days.

These fees are subject to an annual review, applicable from April 1<sup>st</sup> each year.

Charges for some charitable causes may be waived at the discretion of the Town Council.

## **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 and instruct Stewards accordingly.
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. There is no parking available at the venue.
10. 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 Town Council contact on 07972 240447.
11. In cases where copyright music is publicly performed or presented, the Hirer must obtain a Performing Rights Society Licence.
12. The Hirer must remove all waste, litter and any other extraneous matter from the premises and dispose of it at their own expense.
13. The Council reserves the right to exclude and remove from its buildings, any person creating a disturbance or using offensive language.
14. The Hirer must ensure that the venue is secured on leaving the premises.
15. 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.
16. Bridport is a Rights Respecting town. The Hirer, and the event to which the hire relates, must accord with the principles of the Bridport Rights Respecting Charter – see <https://bridportrightstown.org/about/bridport-citizens-charter/>.



## 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, email [Will.Austin@bridport-tc.gov.uk](mailto:Will.Austin@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](mailto:Will.Austin@bridport-tc.gov.uk); 01308 456722. Bridport Town Council, Mountfield, Bridport DT6 3JP and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.