



**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 Dorset Council 01305 252441**

**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.

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

I consent to the holding of the information provided in accordance with the hirers' privacy notice, which I have received.

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 Only:**

Booking Approved: Yes  No

Fee:

Date:

Signed:

## **FEES FOR SERVICES**

W.I Hall charges include lighting, heating, etc.

Charges for the WI Hall are available on application and are based on Community/Charity. Non Community/public bodies and Commercial.

**VAT is included in the fees for Community & Non-community hiring but not for Commercial use. VAT charges will be added to the fee for Commercial bookings.**

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

Capacity (Non Covid) 150 people standing or 80 seated

Capacity (Covid Restrictions) The organiser/hirer is responsible to meet all Covid guidance and restrictions Information to assist is attached, however, we advise all hirers to check the latest information.

Cushioned Chairs x 40

Chairs x 50

3ft Table x 20

6ft Table x 14

Wi-Fi Hub

Wall Speakers

Hearing Loop

Microphones & stands

Piano x 1

Kitchen

Glass washer, large electric cooker, hot water machine, kettle, fridge, plates, bowls, cutlery, glasses, wine glasses, teacups & saucers.

*Please note: this is not a full inventory, please request full inventory if needed.*

## **W.I Hall Hirers Guide**

The WI Hall currently remains in the ownership of the Bridport WI, the Women's Institute Hall Trust. Bridport Town Council have agreed to take on the management of the hall and its bookings until such time that it is transferred to the ownership of Bridport Town Council.

We ask all hirers to adhere to all Bridport Town Council's Terms & Conditions as follows; these have been agreed by the WI Hall trust.

### **Hall Booking Enquiries:**

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

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

## **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. Telephone the Fire Brigade

### **ON HEARING THE FIRE ALARM IN THE W.I HALL –**

**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 person's 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 W.I HALL, NORTH STREET, DT6 3JQ  
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.**

**DURING ANY COVID RESTRICTIONS WE ASK YOU TO PROVIDE YOUR OWN SANITISER AND TO WIPE  
DOWN HIGH TOUCH AREAS SUCH AS DOOR HANDLES ETC.**

**Conditions of Hire**

***(Please note all bookings are subject to change in accordance with current Government Coronavirus guidelines)***

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. 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 Darryl Hills 07764 365559
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 Dorset 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.

15. Please be aware that the Tourist Information and/or Town Council reserve the right to cancel your booking in the event of a civic matter. Should this happen the TIC will do all they can to relocate your booking to another venue.

### **Hirers' Privacy Notice**

When you hire a room/space, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

#### **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 not be shared or provided to any third party.

#### **The Councils right to process information**

General Data Protection Regulations Article 6 (1) (a) (b) & (e)

Processing is with the 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 the 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 appropriate 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 it is necessary. After which it will be deleted.

**You may request the deletion of your data held By Bridport Town Council at any time.**

### **Access to information**

You have the right to request access to any information we have on you. You can do this by contacting Bridport Town Council on [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk).

### **Information Correction**

If you believe that any information that we have about you is incorrect, you may contact us so that we can update your data in order to maintain accuracy. Please contact Bridport Town Council on [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk) to do this.

### **Information Deletion**

If you wish Bridport Town council to delete any data that we have on you, please contact [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk).

### **Right to object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Town Clerk, Bridport Town Council [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk) to object.

### **Rights related to automated decision making and profiling**

Bridport Town Council does not use any form of automated decision making or profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data is processed you can make a complaint to the Town Clerk, Bridport Town Council [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk) 01308 456722 or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) 0303 123 1113

### **Summary**

In accordance with the law, Bridport Town Council can only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Bridport Town Council do not use profiling, we do not sell or pass on data to third parties. Bridport Town Council do not use your data for purposes other than those specified. Bridport Town Council ensure your data is stored securely. Bridport Town Council delete all information deemed to be no longer necessary. Bridport Town Council constantly review our Privacy Policies to keep them up to date in protecting your data.

**You may request a copy of our policies at any time.**

## **Bridport Citizens` Charter General Rights & Duties**

As a human being we have certain rights and freedoms. In return, we are responsible for upholding the rights and freedom of all other human beings, and engaging, as far as able, in activities that promote the wellbeing of everyone within the town of Bridport and the wider community. As a community we expect our elected representatives to honour these rights and responsibilities.

### **5 KEY PRINCIPAL RIGHTS & RESPONSIBILITIES**

#### **1 FREEDOM OF BELIEF, THOUGHT & EXPRESSION**

We have the right to make up our own minds, think and believe what we like, express our thoughts freely and discuss our thoughts with other people.

We are all responsible for respecting the ideology, thoughts and feelings of other people and defending their right to express them within the limits of the law. We have a right to safe and public spaces where people can speak and share ideas freely and with respect.

#### **2 DEMOCRACY & ACCESS TO PUBLIC SERVICES**

We have the right to fully participate in local and national government and have equal access to all public services.

We are all responsible for actively engaging in the democratic process to ensure freedom of speech, and that all public services which uphold the dignity and safety of all our citizens are not denied or restricted unfairly.

We also have responsibility to hold elected representatives to account where they fail in their responsibilities.

#### **3 PERSONAL & COMMUNITY SECURITY**

We all have the right to a safe, warm, dry home, economic security and access to health and social care and live in a safe environment. We have a right to expect that the government will secure our country and our communities. We have a right to learn and maximize our personal potential.

We have a responsibility for our own and any dependents' health and education by making responsible choices, but are also responsible for paying our taxes to ensure that local and national resources are available to deliver those essential services.

#### **4 PERSONAL & COMMUNITY CULTURE**

We have the right to access, and freely participate in, the cultural life of the wider community and to protect and celebrate cultural differences within it.

We have the responsibility, therefore, to honor other peoples' culture. We are also responsible for respecting copyright and intellectual rights of those who create literature, music etc.

#### **5 ENVIRONMENT**

We all have the right of access to sufficient of the Earth's resources, but no more than to maintain the above rights.

We are responsible for not wasting natural resources, being aware of our carbon footprint and the consequences of our actions on the environment and natural community.