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

Application for Hire of The Salt House, West Bay

(Complete, delete, specify as required)

Date(s) of Hire		
Time of Hire (includes set up and take down time)	From	Until

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

Description of event	

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 https://pplprs.co.uk/themusiclicence/#do-i-need for information)	Yes	No
Will you be having alcohol at your event?	Yes	No
Will event licensing apply? (see https://www.dorsetcouncil.gov.uk/business-consumers-licences/licences-and-permits/event-licences/temporary-event-notice)	Yes	No
It is the Hirer's responsibility to obtain an event licence from Dorset Council, tel. 01305 838028.		
Do you require use of Fisherman's Green, the grassed area outside the Salt House (see additional conditions 18 and 19 below)?	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

Available for hire: Monday to Sunday

CURRENT SCALE OF CHARGES (TO BE CONFIRMED AT BOOKING)

	Per session (morning/afternoon/evening)	**Full Day**
Standard rate	£113.00	£226.00
Reduced Community rate	£39.00	£78.00

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

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

Capacity: 50 people maximum

Equipment:

- 50 Chairs
- 10 trestle tables
- Disabled Access
- Disabled Toilet
- Fixed Screen
- Flip Chart/Whiteboard

Kitchen:

- Hot water boiler, 2 pump flasks, wine glasses, water jugs, cups, saucers, tea plates, assorted cutlery, fridge, microwave and dishwasher.
- The Hirer must supply their own tea towels, washing up liquid and remove all litter.

Hire includes heating and lighting.

The Wi-Fi is currently unavailable. Further information will be provided soon.

ADDITIONAL INFORMATION

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

In advance of the event, keys for the venue must be obtained from the Town Council's offices Monday - 10.00am to 4.30pm, Tuesday to Thursday - 9.00am to 4.30pm (4.00pm Friday) and similarly returned, according to the instructions of the Town Council.

Charges for commercial and agency organisations, exhibitions and other activities are available on request from the Town Council office.

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

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 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. The outer doors, when opened, must be firmly secured against the building, the left using the padlock and the right using the pin and hasp. The inner main door shall remain open or unlocked at all times when members of the public are in the Council's premises. All Fire exits are to be kept clear at all times.
9. All Electricity points, lights and heating switches shall be turned off at the end of hire. All heating pipes shall remain unobstructed.
10. There is no parking available at the venue.
11. 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.
12. In cases where copyright music is publicly performed or presented, the Hirer must obtain a Performing Rights Society Licence.
13. In cases where alcohol is being sold, the Hirer must obtain a Licence from Dorset Council.
14. The Hirer must remove all waste, litter and any other extraneous matter from the premises and dispose of it at their own expense. Litter from any event or activity held in The Salt House must not be disposed of in neighbouring public bins.
15. The Council reserves the right to exclude and remove from its buildings, any person creating a disturbance or using offensive language.
16. The Hirer must ensure that the venue is secured on leaving the premises.
17. 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.
18. 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/.

ADDITIONAL CONDITIONS FOR USE OF FISHERMAN'S GREEN

The Green next to the Salt House may be used for community events subject to approval, appropriate insurance and the following additional conditions:

19. Activity must be restricted to the Green and all footpaths kept clear at all times. Users of the Water Sports Centre require access at all times.
20. No vehicles must be parked on the Green or the paved area, unless by specific agreement with the Town Council.
21. No BBQ's or open fires are allowed on the Fisherman's Green.

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 sally.freemantle@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, Sally.Freemantle@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.