



Abingdon-on-Thames Town Council

Royse Court Offices, Bridge Street, Abingdon, OX14 3HU

Telephone: 01235 522642

Email: enquiries@abingdon.gov.uk

Website: www.abingdon.gov.uk

Guildhall Historic Rooms BOOKING FORM

Please complete and sign the booking form and terms and conditions of hire and send to enquiries@abingdon.gov.uk.

Following approval, you will receive a booking confirmation to confirm the booking.

Contact details

Name of hirer	
Name of organisation	
Address	
Contact telephone	
Email	
Please confirm if the hirer is aged 18 and over	YES / NO

Event details

Title of event	
Type of event (meeting, party, presentation, etc)	
Will music be played at the event?	
If yes, is this recorded or live?	YES / NO
Number of attendees	RECORDED / LIVE
Will any attendees have special requirements?	
DIY Catering (Y/N) This may only be a cold buffet brought onto the premises. Use of a kitchen is not available	
Date(s) requested	

Room Requirements

Please indicate below which room(s) you require.

Out of hours bookings will incur additional charges, which are detailed below.

Room	Please mark with 'X' which room	Access from	Access until
Royse Room		11.30am	6.30pm
Council Chamber		08:30	13:30
Bear Room		08:30	13:30
Abbey Room		08:30	13:30
Old Magistrate Court	Not currently available	-	-

Equipment Hire

Items for hire	Number required	Name of person responsible for the items and returning them in good condition at the end of your booking, if not the hirer.
Projector		
Screen		
Speakers		
TV		
Portable PA system including microphone		
DVD player		
Audio-visual system		
Flipchart (paper & pens not supplied)		
Lectern		

Name and contact details of members of your party who will be a safety steward and Fire Marshal for the booking. These individuals will need to discuss with staff where the fire exists are and where the emergency congregation points are prior to your event.

Name		
Contact telephone number		

Room hire Charges and information

Room Hire Charges - rates shown on table below are exclusive of VAT

Rooms will be charged after this hire charges are applied on an hourly rate basis (a third of the rate below).

	Royse Room	Council Chamber	Bear Room	Abbey Room
3 hr Standard Rate Charge	£40.00	£40.00	£25.00	£25.00
Hourly rate Charge after 3hrs	£13.00	£13.00	£8.00	£8.00
Community Group (Charity, not for profit)	£34.00	£34.00	£20.00	£20.00
Hourly rate Charge after 3hrs	£11.00	£11.00	£7.00	£7.00
Out of hours unlocking charge	£15.00			
Out of hours locking charge	£15.00			
Equipment Storage charge	£5.00 per week			

Please note the following:

- **Rooms are to be setup and cleared at the end of the booking by the hirer.**
- **Out of hours charges** will be incurred for bookings with a start or end time before 9am or after 5pm weekdays and on weekends. Security is required to unlock and lock the property during out of hours bookings.
- Catering and beverages are not available with any booking.
- Alcohol is not permitted.

Room maximum numbers & room sizes

	Royse Room	Council Chamber	Bear Room	Abbey Room
Seated theatre style or standing	90	100	Fixed boardroom table setup only	40
Seated at tables	70	90	18 max	26
Length	15.25 metres 50 feet	16.15 metres 53 feet	6.7 metres 22 feet	9.75 metres 32 feet
Width	4.93 metres 15 feet 5 inches	6.1 metres 20 feet	5.49 metres 18 feet	4.42 metres 14.5 feet
Balcony/step area	1.83metres 6 feet deep			

Please sign to state that you have read and accept all the terms and conditions detailed below.

Name: _____

Date: _____

ABINGDON GUILDHALL TERMS AND CONDITIONS OF HIRE

PLEASE READ CAREFULLY, THEN SIGN AND DATE THIS DOCUMENT

The "Council" shall be referred throughout the document refers to Abingdon Town Council, Roysse Court, Bridge Street, Abingdon OX14 3HU

1. The hirer must accurately disclose the purpose for which the premises are required at the time of the booking. Any misrepresentation will entitle the Council to cancel the event and in such circumstances the Council may retain any fees and charges made. All customers **must** sign a booking confirmation and complete booking form where necessary. Provisional booking will only be held for 5 working days.
2. A non-refundable deposit of 25% of the letting charge must be paid before any booking is confirmed. The balance of the letting charge must be paid at least 4 weeks prior to the event, if booking goes live within 4 weeks of placing order the full balance is due immediately. Block bookings may be invoiced with the prior agreement of the Properties & Events Officer. Notwithstanding the above, the Council reserves the right to require the payment of the balance of the letting charges at the time of confirmation of the booking, or at any time prior to the date of the function.
3. In the event of cancellation of a basic room booking by the hirer, a cancellation charge of 50% of the total booking fee will be required. Any cancellation or amendment to a booking must be made in writing. Any cancellation to a function or large event booking must be paid in full if less than 4 weeks' notice is given. Any basic room hire must be paid in full if cancelled within 2 weeks of booking.
4. No function shall be advertised until written confirmation of the booking has been received by the hirer.
5. The supply of food and beverage facilities at the Guildhall will not be available for any booking.
6. The hirer shall:
 - (a) Ensure that the facility is vacated at the expiration of the times stated as the period of hire. The period of hire shown on the application form is the maximum period the facility area may be used and must include a setting up and reasonable clearing up periods.
 - (b) Be responsible for good order and conduct of persons under the hirer's control during the period of hire.
 - (c) Not perform, play or use or permit to be performed, played or used any work or recording in which copyright exists except with the consent of the owner of the copyright.
 - (d) Indemnify the Council against all claims, demands, actions and proceedings arising out of any infringement of copyright occurring during the period of hire.
 - (e) Pay any charges due to the Performing Rights Society or Phonographic Performance Limited.
 - (f) Ensure that the numbers of persons attending a function shall not exceed the limits set out in the Premises License Summary.
 - (g) Comply with the requirements of Section 12 of the Children and Young Persons Act 1933, the Children's Act 1989 and any other relevant legislation.
 - (h) Comply with the Health and Safety at Work Act 1974 and all subsequent Health and Safety Regulations as well as the facilities own operating policies and procedures (a copy of which can be inspected at the facility to be hired).
 - (i) Report any accidents to the Events Officer that occur during the period of hire as and when they happen.
 - (j) **Indemnify and keep indemnified, the Council, its Officers and Servants from and against any, all loss, damage or liability (whether civil or criminal) suffered and costs incurred from a breach of these conditions of hire and/or damage, loss or liability to the facility, its use, furniture, fittings and apparatus, appliances and equipment and/or any loss sustained during and/or resulting from the period of hire for breach of contract due to overrun of the period of hire of the facility by the hirer in the sum of 2 million pounds (sterling). A copy of appropriate insurance must be submitted to the Manager one week before the event.**
7. The Hirer or anyone on their behalf may not:
 - (a) Grant broadcast or film rights.
 - (b) Place any decorations, flags or emblems at the facility without permission of the Properties & Events Officer
 - (c) Place posters or placards inside or outside the premises without consent of the Properties & Events Officer and upon receiving such consent posters or placards may only be placed upon the notice boards provided for the purpose. No blue-tac or tape on walls without prior consent – this is a listed building.
 - (d) Distribute handbills or other such advertisements whilst inside the facility without the prior consent of the Properties & Events Officer. Posters and advertisements must be approved for quality and appearance by the Properties & Events Officer.
8. Bookings submitted on the Booking Form, are not confirmed until acknowledged in writing by the Properties & Events Officer.
9. Where the hirer is arranging an event for a third party, this must be declared at the time of booking. The name and nature of the third party's business must be disclosed and the agreement of the Council obtained. For the avoidance of doubt the hirer remains primarily responsible for the Hirers obligations and is not entitled to transfer them to the third party.
10. All hirers must conform to building rules, regulations, safety procedures and risk assessments. Naked flames and other hazardous materials are not allowed to be used on the premises.
11. The Council:
 - (a) Reserves the right to cancel a booking if the Properties & Events Officer considers it appropriate.
 - (b) Reserves the right to refuse or terminate a booking if the Properties & Events Officer considers the facility unfit for use.
 - (c) Reserves itself, and to such Officers and Servants as it may appoint the right of entry to the facility at all times.
 - (d) Reserves the right to cancel any bookings or terminate any activity if the hirer or any user misbehaves, wilfully damages or misuses any equipment at the facility intentionally or unintentionally contravenes these conditions of hire.
 - (e) Reserves the right to prohibit the use of any article, appliance or apparatus and to prohibit any event, exhibition or performance which it may consider objectionable or dangerous.
 - (f) Will not be liable for any damage or loss to goods by fire, theft or otherwise or for any injury howsoever caused to any person or persons attending the facility.
 - (g) Will not be liable to the hirer for any loss, damage or liability resulting from use of the facility before, during or after the period of hire.
 - (h) Reserves the right to move a hirer to a room of equal or higher hire rate should this be required from a business, commercial or H&S perspective - The Properties & Events Officer can use his/ her discretion to do this on a case by case basis.

12. **All electrical appliances and equipment brought onto the facility must have a current PAT test certificate. This must be produced prior to the period of hire commencing.**
13. The costs for the period of hire will be at the rate when the period of hire commences and **not** when the booking is made. Deposits will be charged at the rates applicable at the time of the initial application.
14. In the event of damage to furniture, furnishings, fixtures, fittings, equipment or property on the premises, during or attributable to the period of use, the cost of rectification as reasonably assessed by the Council must be paid in full within fourteen days. A staff room inspection is taken before and after all bookings so damage is best reported immediately to guarantee an amicable and simple recovery.
15. The hirer may not use the Councils logo or images without written permission to do so from Guildhall Manager.
16. The hirer may not sell or permit the sale of tickets to, or accept any entry fee for the event from members of the public without the Councils prior written consent via the Guildhall Manager.
17. Children should be strictly supervised. Parents / Guardians invited to any event must accept full responsibility for any children who attend and bring their children entirely at their own risk.
18. No confetti may be used inside the building and only natural petals or labelled biodegradable confetti is allowed outside the building.
19. The hirer shall obtain all licences which may by law be required in connection with any entertainment (including boxing or wrestling as appropriate) which shall take place in the building during the period of hire. The terms and conditions of all licences issued in connection with the building or any part thereof or the sale of goods thereat or any entertainment thereat shall be observed and performed. A copy must be provided to Facility manager at least 14 days prior to the event.
20. The use of the Guildhall for Gaming or games of chance of any description, is prohibited.
21. Functions held on Sundays must conform to the Sunday Entertainment's Act 1932 or any amending Act and will be subject to a higher rate of room hire. As a rule the Guildhall rarely operates on Sundays.
22. The info you provide will be held on the Guildhall database and is subject to data protection act 1998. We respect your right to privacy and will not sell or disclose your details to any third parties. We may contact you from time to time.
23. The Properties & Events Officer is responsible for enforcement of these conditions of hire.
24. Personal equipment can be stored on site by Council if space permits at a cost. Council will not be responsible for any loss or damages caused whilst equipment is in storage. Equipment storage may/may not be locked and may/may not be shared with others, you are responsible for insuring your own equipment. Equipment will not be insured by Council.