# Town Hall Booking Form

Bridport Tourist Information Centre
Town Hall, Bucky-Doo Square
Bridport DT6 3JP
Tel 01308 424901
Jill.beed@bridport-tc.gov.uk

**Event Details:**

Name of Organisation:

Community / Commercial

☐ ☐

Type of Event: *(Fundraiser/AGM's/Music/Talk etc.)*

**Date(s) of Hire:**

**Time of Hire:**

Main Hall: YES ☐ NO ☐

Kitchen: YES ☐ NO ☐

**Name and Address of applicant, to whom the invoice should be sent:**

Name: Telephone:

Email:

Address:

## 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 ☐
Will you require a steward for your event? YES ☐ NO ☐

**It is the Hirer's responsibility to obtain the License from Dorset Council 01305 252441**

## REQUIREMENTS *(Please indicate)*

**Main Hall**
Layout Required (Lecture/ Boardroom/ No. of chairs/tables etc.):

Microphones YES ☐ NO ☐
TV Screen YES ☐ NO ☐
Traditional projector screen YES ☐ NO ☐
Flip Chart YES ☐ NO ☐
*(the hirer will provide their own paper/pens)*
Exhibition Boards YES ☐ NO ☐

**Use of Lift** ***(This will need to be stewarded)***
YES ☐ NO ☐

*Please provide any further information on meeting requirements, with reference to the hirers guide.*

Steward can be provided at an additional cost of £30

## 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. **Please retain the copy of the Hirers Guide for use at your event.**

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 the authority to enter into this agreement. All applications are subject to confirmation by the Tourist Information Office.

Signature: Date:

Print Name:

**Office Use:**

Booking Approved: Yes ☐ No ☐

Fee:

Signed:

## FEES FOR SERVICES

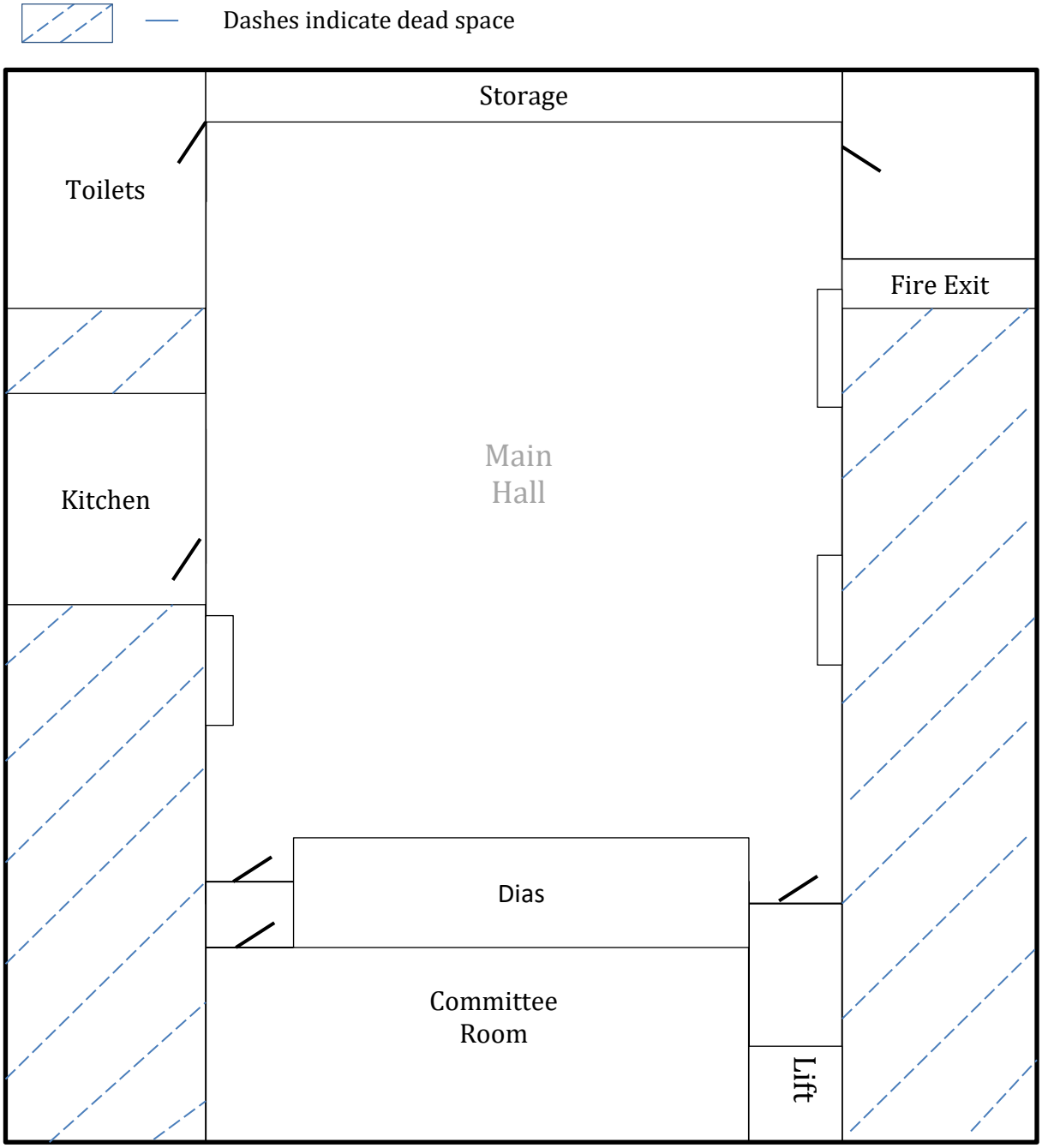
Town Hall charges include lighting, heating, etc.

| **Town Hall - MAIN HALL** | **COMMUNITY** (Bridport, community/charitable/ Voluntary groups) | **COMMERCIAL** (Not including VAT) |
|---|---|---|
| Morning, afternoon & evening **(per session)** | £39.00 | £153.00 |
| Use of Kitchen (**per session**) | £6.00 | £22.00 |
| Steward (**per session**) | £15 | £15 |

**VAT is included in the fees for 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.**

# Layout of Town Hall

Please demonstrate below the required layout for your booking.



## 1. Hiring Information

Bridport Town Hall is a Grade 1 Listed Building, that was extensively refurbished as part of a Heritage Lottery Funded project, during 2011 and 2012.

The main hall on the first floor is available for hire. The building is maintained by Bridport Tourist Information Centre and this booklet provides information on the facilities on offer.

**The Main Hall** can accommodate up to 100 people and is a flexible space that can be used for meetings, events or activities. The room can be laid out as required by the hirer and you are welcome to discuss your requirements with the Tourist Information Centre. There is a music curfew in the Hall of 10:30pm.

**Room Booking Enquiries:**
Jill Beed, Bridport Tourist Information Centre
01308 424901, jill.beed@bridport-tc.gov.uk
Provisional bookings can be made over the phone, but to confirm, a booking form must be completed and returned to us. Only then will a booking confirmation be issued if your application is accepted.

## A Practical Guide

### Access Arrangements

The entrance to the Town Hall during the opening hours of the Tourist Information Centre will be via the Tourist Information Centre (TIC) main door on South Street.

The opening hours of the TIC, Monday to Saturday, are: -

April - October 0900 -1700
November - March 1000 – 1500

If your event is during those hours, then it should not be necessary to have a key and you can enter and leave the building via the TIC entrance. However, you can also use the door on East Street.

Otherwise, outside of these hours, you will need to collect the keys from the Tourist Information Centre.
**You also need to ensure the return of the keys the next day.**

**For evening events, the main entrance and exit from the building will be by the back door on East Street. Please note that this entrance is upstairs. If you are hiring the Hall for a public/private event, at which full accessibility is required and you wish to use the lift, then you must discuss your requirements with the Tourist Information Centre and ensure that arrangements are made to steward the Tourist Information Centre entrance, to ensure the safety of the goods within.** Should you require the Town Council to provide stewarding for the duration of your event, there will be an additional charge.

**When the TIC is closed, the ground floor is alarmed and, unless alternative arrangements have been made, the lift must not be used.**

The back door on East Street is self closing but can be put “on the latch” by rotating the snib on the door.

The Main Hall is alarmed and you will hear a sounder when you arrive. You will be given details of the code to de-alarm and you will be shown how to set the alarm when you leave.

**Kitchen Facilities -** The kitchen is fully equipped for all types of event with a zip boiler for continuous boiling water, cooker, microwave, fridge, dish washer and double sinks. It has a large amount of cutlery and crockery, including cups and

saucers, wine glasses etc.

**Information on Kitchen use is available in the Kitchen.**

**Heating -** The heating in the building should be at the required temperature, as it is automatically set.

**Lighting -** Some of the building lighting – kitchen, toilets and first floor landing is automatically activated and the other lighting is controlled from the main light switch panel on your right, just inside the Main Hall.

**Audio Visual -** Microphones – roving and fixed - are available and the speakers are switched on under the top table on dais.

Wi-Fi is available for users of the building.
The Wi-Fi is: BTC Guest
Password: Samuke115195

A large screen television is available for presentations. Laptops can be connected using the HDMI connector from the TV into a laptop. There is a hearing loop system.

When booking the Town Hall, please let the Tourist Information Centre know your requirements and we will be happy to go through how the presentational and IT equipment works when you collect the keys.

**For any problems please call our Caretaker, Darryl on 07764 365559.**

## 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. The alarm is directly linked to the Fire and Rescue Service main switch board.
3. Attack the fire, if possible, with the appliances provided without taking personal risk.

**ON HEARING THE FIRE ALARM IN THE TOURIST INFORMATION CENTRE -**
4. A nominated person will call the Fire and Rescue Service immediately and confirm the direct link, or to notify a false alarm (01305 252040).
5. Check the CCTV to make sure anyone upstairs is evacuating the building via the front stairs.
6. Check the CCTV for evidence of fire.
7. Check log to see if anyone in the upstairs Town Hall is physically impaired, in a wheelchair or disabled and check the CCTV, to see if they have moved to the Refuge Zone.
8. Leave the building and report to the person in charge, at the assembly point on Bucky Doo Square.
9. The nominated person will ensure all persons are accounted for.
10. Notify the Fire and Rescue Service of anyone still in the building, or not accounted for.

**ON HEARING THE FIRE ALARM UPSTAIRS IN THE TOWN HALL -**
11. Move quickly to the main fire exit located at the top of the main staircase and continue down the stairs and out of the building to the assembly point on Bucky Doo Square.
12. Report to the Tourist Information Centre Staff (if during TIC opening hours).
13. The Fire Alarm is linked to the Fire and Rescue Service, so they will be alerted and on route.
14. If you are physically impaired, in a wheelchair or disabled, make your way to the Refuge Zone at the top of the main staircase and use the call point to notify the Tourist Information Centre Staff that you are there.
15. You will be in a safe area and assistance will be on its way, to get you out of the building.

**DO NOT USE THE LIFT**
**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 persons 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 TOWN HALL, EAST STREET, BRIDPORT, DT6 3LF**
**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.**

**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 and the back door (East Street) 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.

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.
**Please note there is a curfew for music in the hall of 10:30pm.**

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.

**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 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.

**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 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 01308 456722 or the Information Commissioners Office 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.**