**The Old Library Booking Form**

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| --- | --- |
| Organisation/Company |  |
| Event Name and Description |  |
| Date(s)  |  |
| Time(s) required |  |
| Event Organiser Name |  |
| Contact Mobile  |  |
| Contact Landline |  |
| Contact Email  |  |
| Postal Address |  |
| Additional Information(including maximum total of persons attending) |  |

I have read and fully understand the Terms and Conditions of hiring and accept all responsibility and liability as detailed.

**SIGNED:** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

1. **General Booking**

Bookings are provisional until confirmed by receipt of a 50% non-refundable deposit and a signed booking form agreeing to these Terms and Conditions of hire for the venue.

The balance of charge will be settled in full before or on the day of the event.

The Terms and Conditions will not be varied except in writing and agreed by both parties.

1. **Occupancy**

Occupancy will be within the times specified on the booking form. This includes access for setting up and clearing away. Delivery of equipment or goods to the venue in advance of an event is only permitted by prior written agreement.

Movement of furniture is the responsibility of the Event Organiser. All furniture must be returned to the standard layout before vacating the venue.

1. **Use of venue**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. No unlawful or immoral use is permitted. All uses of the venue must be disclosed in full at the time of booking on the booking form. Any variation could make the hire void.

1. **End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. Any charges incurred due to breakages, poor cleaning, failure to replace furniture, etc. will be passed on to the Hirer

1. **Security**

The Event Organiser will take full responsibility for opening and closing the building, ensuring that lights and taps are turned off before vacating the building. The door code is to be kept confidential at all times. Security of the hirer's belongings and equipment is the responsibility of the hirer. Midhurst Town Council will not be liable for any loss or damage incurred by the hirer regardless of how it was caused.

1. **Health and Safety/ Fire Precautions**

Any accidents or incidents must be reported to the Council without delay.

It is the responsibility of the Event Organiser to understand the fire procedure and location of fire exits and to make this known to anyone attending the event for which the building has been hired. Hirers will be responsible for informing all those using the venue of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire.

In the event of the fire alarm activating the Event Organiser will evacuate everybody to the designated assembly point which is The Market Square, contact the fire service by dialling 999, and undertake a roll call of all occupants reporting to the assembly point.

Smoking or naked flames is not permitted anywhere in the building.

Any electrical equipment being brought into the venue must be agreed in advance and should have the appropriate PAT testing.

If the disabled ramp is in use it must remain in place for the duration of the hire.

Fireworks, party poppers and candles are not allowed, either for internal or external use with the exception of birthday cake candles.

1. **Alcohol Licence**

Licenced bars may be arranged by the Hirer in accordance with the Licencing Regulations. It is the Hirer’s responsibility to ensure that they complied with legislation. Alcohol consumption by persons under age must not be permitted.

1. **Music/ Use of Wi-Fi**

Playing of music either live or recorded at a volume sufficient to disturb the occupants of an adjacent property or local residents must be discussed in advance with the Council offices. **All music must finish at 23:00.**

The Wi-Fi network may be used only in connection with the purpose for which the building has been hired. No unlawful or immoral use of the Wi-Fi network is permitted. The Wi-Fi passphrase must be obtained in advance and kept confidential at all times. Midhurst Town Council will not be liable for any financial loss incurred due to failure of the Wi-Fi network, or any loss of data resulting from the use of the Wi-Fi network.

1. **Parking**

There is no parking on site.

1. **Cancellations**

Deposits will not be returned but may be transferred to an alternative date.

**CHECKLIST FOR HIRERS**

In order that the Hall can be kept in good condition for all, would Hirers please do the following at the end of each hire:

* Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc.
* Make sure tables are clean before being put away, and put away tables and chairs where you found them.
* Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator is empty and clean if you have used it, and any cups, plates etc. that you have used are washed, dried and put away.
* Please dispose of all rubbish.
* Switch off all the lights you have put on.
* Lock the outer doors.

**CHARGES**

**Community groups, not for profit organisations and private hire** - £10 per hour

**Commercial groups and organisations** - £15 per hour