

**EXMOUTH TOWN COUNCIL****APPLICATION FOR HIRE OF THE TOWN HALL, EXMOUTH  
FROM 01.04.11**

Name of person making application
Name of organisation etc. (where applicable)
Address:
Telephone No: (if any)
Days and date(s) required:
Times: (please state approximate time of arrival and departure)
Accommodation required: <b>COMMITTEE ROOM/COUNCIL CHAMBER/BOTH</b> ( <i>delete as appropriate</i> )
Will members of the public be in attendance? <b>YES / NO</b> Additional information including use to which accommodation will be put:

**Responsibilities of persons booking the Council Chamber and/or Committee Room at Exmouth Town Hall.**

Whether or not a hire charge is paid, all persons using the rooms must:

- 1) Ensure no loss or damage to any of the property including furniture, fixtures and fittings.
- 2) **(Where the meeting, or any part of it, takes place after 5.00pm or at weekends)** Collect keys to the building during normal office hours (9.30am – 4.30pm) and return keys no later than noon the next working day. Keys may be sealed in an envelope marked ‘Town Council’ and put through the letterbox at the main entrance.
- 3) Ensure the building is vacated, all lighting and other electrical equipment is turned off, windows are shut and secured and rear door to the Town Hall is locked with the cylinder and mortice locks.
- 4) Report any defects, damage or security issues to the Town Council as soon as possible.

<b>HIRE FEES</b>	<b>Council Chamber</b>	<b>Committee Room</b>	<b>Both Rooms</b>
Morning, afternoon or evening	£40.00	£35.00	£62.00
All Day	£70.00	£60.00	£107.00

**COMMERCIAL BOOKINGS ARE CHARGED AT TWICE THE ABOVE AMOUNTS.**

**NOTE:** Where meetings are open to the general public (not just members of a particular organisation), the buildings insurance policy requires a caretaker to be on duty throughout. **There is an extra charge of £7.00 per hour on top of the room hire charges in such cases.** At least two weeks notice should be given to the Town Council if any meeting is to be open to the public.

**PLEASE PAY THE HIRE CHARGE AT LEAST 14 DAYS BEFORE THE DATE FOR WHICH YOU HAVE HIRED THE HALL. THIS PAYMENT WILL REMAIN PAYABLE IF THE BOOKING IS CANCELLED AT LESS THAN 14 DAYS’ NOTICE. NO CHARGE IS MADE IF 14 OR MORE DAYS NOTICE IS GIVEN.**

**I confirm that I wish to book the rooms as specified above and accept the responsibilities shown:**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_