

EXMOUTH TOWN COUNCIL

Town Hall, St. Andrews Road, Exmouth, Devon EX8 1AW

Telephone – 01395 276167

APPLICATION FOR THE HIRE OF GORFIN HALL, EXMOUTH FROM 01.01.2018

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| Name of Person making application: | |
| Name of Organisation etc.: (where applicable) | |
| Address: | |
| Telephone No: | Email: |
| Days and Date(s) required: | |
| Times: (please state approximate time of arrival and departure) | |
| Additional information including use to which the hall will be put: | |

Responsibilities of persons booking the Gorfin Hall. Whether or not a hire charge is paid, all persons using the rooms are responsible for:

- 1) Ensuring no loss or damage to any of the property or contents including furniture, fixtures & fittings.
- 2) The cost of any loss or damage caused during the period of hire.
- 3) Ensuring the premises are left in a clean and orderly condition.
- 4) Ensuring that the building is vacated, all lighting and other electrical equipment is turned off, other than time-controlled heating system, windows are shut and secured and all external doors are securely locked.
- 5) Reporting any defects, damage or security issues to the Town Council as soon as possible, whether or not caused during the period of hire.
- 6) **Collecting keys to the building during normal office hours (9.30am – 4.30pm Monday to Friday) and returning 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, or handed in personally.**
- 7) **Please note that automatic Air Fresheners are present in the foyer and hall.**
- 8) **PLEASE NOTE THE HALL AND CAR PARK MUST BE VACATED BY 6PM ON SATURDAYS AND SUNDAYS**

Further Conditions/Advice

- 9) The Town Council retains the right to refuse any booking that it considers may not be an appropriate use of the Gorfin Hall that may bring the Town Council into disrepute or may cause a nuisance within the locality.

- 10) Please have regard for the neighbours and avoid the playing of excessively loud music inside or outside of the hall.
- 11) Please either use the car park provided or in the event of it being full, avoid parking anywhere in the locality where traffic congestion may be caused and never park in a way, which will obstruct the passage of emergency vehicles.
- 12) Please avoid using the junction of Claremont Lane into Salterton Road, as this junction is very dangerous.
- 13) **There is no Public Entertainments Licence for this hall. Therefore, the hall cannot be used for public performances for music, dancing or other entertainment. No licence is required for private parties that are not open to the public, nor for clubs hiring the premises whose sole users are its members. The Council cannot be held responsible for the consequences if any hirer does anything for which a Public Entertainments Licence would be required.**
- 14) The hirer will be responsible for any claim by Third Parties and therefore should ensure that they have public liability insurance to cover any claim, which may be made against them. Copies of evidence of suitable insurance cover should be submitted with this application form.
- 15) The hirer will be responsible for public liability whilst using the hall and will be expected to ensure that they have appropriate insurance to cover their own liability to third parties. The Council will not accept responsibility for accidents caused as a result of the activities of the hirer or as a result of the use of equipment or apparatus, which they have provided.
- 16) **In the event of any accidents please report to Exmouth Town Council on the telephone number above as soon as possible.**
- 17) Please remove and take away any rubbish created during the hire of the hall.

HIRE FEES

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| MORNING SESSION (9.00AM – 1.00PM) | £24.00 |
| AFTERNOON SESSION: (1.00PM – 5.00PM) | £24.00 |
| EVENING SESSION: (5.00PM – 9.00PM) | £28.00 |
| ALL DAY (9.00AM – 5.00PM) | £38.00 |
| HOURLY FEE: | £11.00 |

A DEPOSIT OF £50.00 CASH ONLY IS REQUIRED FOR ALL BOOKINGS, REFUNDABLE PROVIDING THE BUILDING IS LEFT IN GOOD CONDITION

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 OF CANCELLATION IS GIVEN.

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I confirm that I wish to book the Gorfin Hall as specified above and accept the responsibilities shown.

Signed Date

If emailing this booking, please send to reception@exmouth.gov.uk