

APPLICATION FOR HIRE OF TOWN HALL OR PANNIER MARKET

**TO; SOUTH MOLTON TOWN COUNCIL, 125 East Street, South Molton, EX36 3BU
Tel: 01769 572501**

I/We, the undersigned, hereby make application to hire the under mentioned room(s) and facilities for the purpose of

.....
Please tick the boxes that apply:

<input type="checkbox"/>	This function is open to any member of the public
<input type="checkbox"/>	This function is restricted to members of our organisation or party only
<input type="checkbox"/>	It includes dancing/music/other entertainment for the public
<input type="checkbox"/>	The music/dancing/entertainment is for our organisation/party only
<input type="checkbox"/>	The music played will be live
<input type="checkbox"/>	The music played will be recorded

- A Performing Rights fee is applicable if music is played and the event is open to the public

WHERE AN APPLICATION INCLUDES PUBLIC MUSIC, DANCING OR ENTERTAINMENT the following details must be supplied to fulfil the terms of this Council's licence:

Person who will be in attendance at all times

Address

If between 250 and 300 persons will be on the premises, two additional names are required

1)

2)

I/We agree to pay the charges in force at the date of hiring for the rooms and facilities used, and that the conditions set out in the schedule supplied herewith are accepted, and will be complied with.

Please tick boxes that apply and supply a copy of:

Yes	<input type="checkbox"/>	Do you or your organisation hold Hirer's Liability Insurance to include loss or damage Occasioned to buildings and contents?
No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	Do you or your organisation hold a Fire Certificate issued by the Town Council?
No	<input type="checkbox"/>	

Name of Person Making Application

On Behalf of

Address

..... Telephone No

Signature Date

Invoice to be sent to (if different from above):

.....

ROOMS AND FACILITIES REQUIRED – TOWN HALL

ROOMS TO BE HIRED	DATE REQUIRED	TIME ACCESS REQUIRED TO ROOMS	TIME BAR WILL CLOSE	TIME DANCING WILL FINISH	TIME LAST PERSON WILL LEAVE
Town Hall (Court Room)					
Constables Room					
New Assembly Room					
Kitchen					
Old Assembly Room					
Mayor's Parlour					

Please tick the facilities required

Lift		Chairs (State number)	
PA System		Tables – Round (State number)	
Projector – an additional charge applies		Tables – Oblong (State number)	
Piano		Tables – Square (State number)	
Hearing Loop		Hot Water Urns	

FACILITIES REQUIRED – PANNIER MARKET

	DATE REQUIRED	TIME ACCESS REQUIRED	TIME LAST PERSON WILL LEAVE
Pannier Market			
Tables (State Number)			
Electric Required			
Lights Required			

For Official Use Only:

Deposit Required	
Receipt No:	
Date Paid:	
Letter for Keys in Spar Shop – Date Issued	

Documents Supplied by Hirer:

Room Layout	
Fire Cert Issued	
Insurance Cert	
Signed Risk Assessment	

Booking Accepted By Date

To assist with the preparation of rooms please supply the attached sheet detailing how you require the room(s) to be laid out at least 3 days prior to the event.

ROOM LAYOUT

NAME		EVENT	
DATE		PHONE	
ARRIVING		LEAVING	

ROOMS REQUIRED – PLEASE TICK

NAR	OAR	KITCHEN	COURT	PARLOUR	MARKET

PLEASE WRITE THE NUMBER REQUIRED

TABLES - ROUND	TABLES - OBLONG	TABLES - SQUARE	CHAIRS

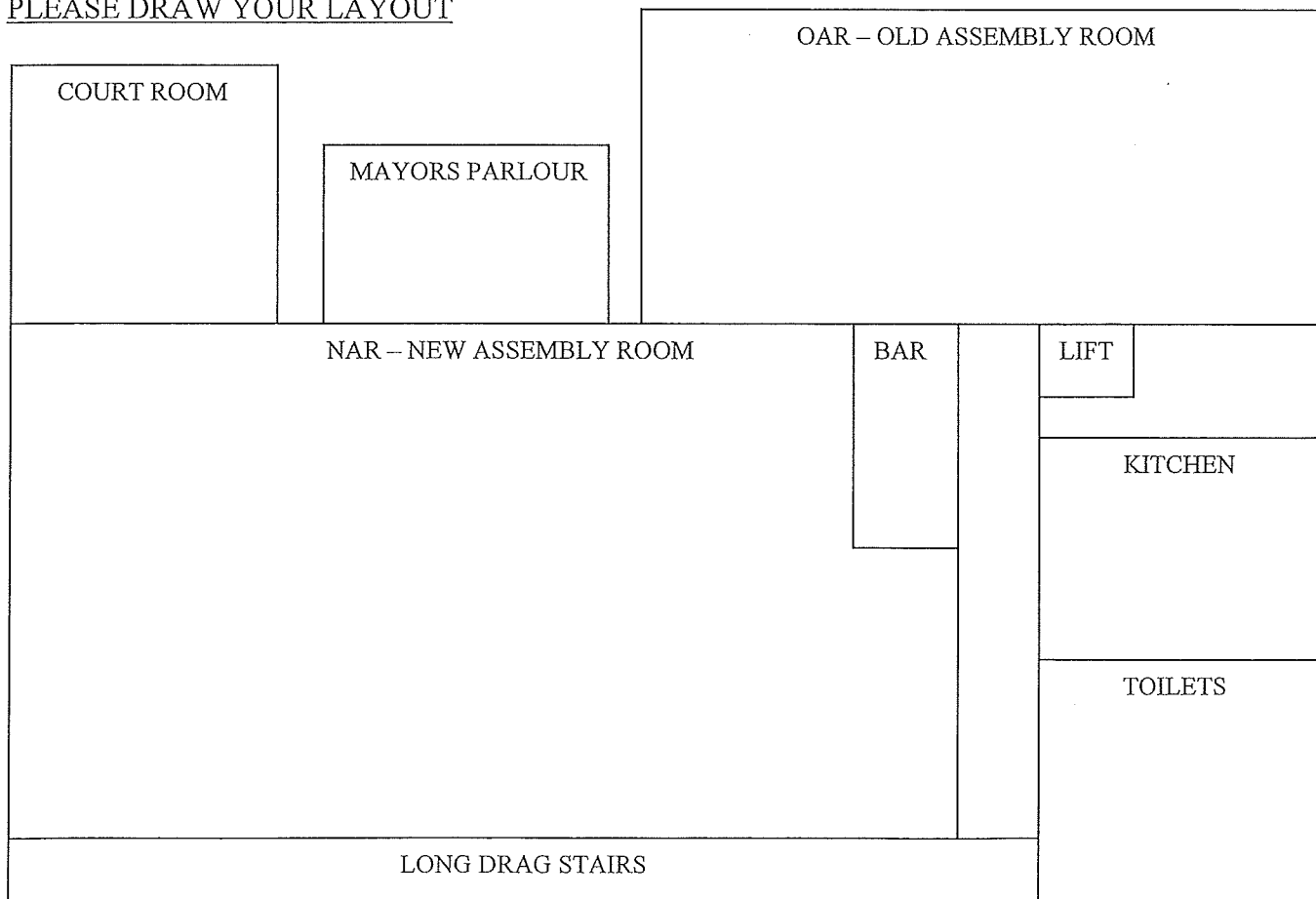
DO YOU REQUIRE, PLEASE TICK

KEYS		STAGING	
LIFT		PA/HEARING LOOP	
BAR		PROJECTOR	

KITCHEN, PLEASE TICK.

OVEN		DISHWASHER	
STEAM OVEN		HOT WATER URNS	
FRIDGE		CHILLER	
FREEZER		PLATE WARMER	

PLEASE DRAW YOUR LAYOUT



SOUTH MOLTON TOWN COUNCIL

SCHEDULE OF HIRE CHARGES FOR THE TOWN HALL AND PANNIER MARKET

Charges are applicable Monday to Sunday.

A minimum non-refundable deposit of £5 will be requested against all bookings. Town Hall charges are inclusive of VAT. (No VAT charged on Pannier Market Bookings.)

Room	Time Available	Community, Charity or Fundraising Group	Others
New Assembly Room	8.30am – 1.00pm	35.00	40.00
	1.00pm – 5.00pm	30.00	35.00
	5.00pm – Midnight	75.00	85.00
Old Assembly Room or Town Hall (Court Room)	8.30am – 1.00pm	25.00	30.00
	1.00pm – 5.00pm	20.00	25.00
	5.00pm – Midnight	40.00	45.00
Kitchen & All Facilities	8.30am – 1.00pm	15.00	20.00
	1.00pm – 5.00pm	15.00	20.00
	5.00pm – Midnight	15.00	20.00
Mayor's Parlour (See Note 8)	By arrangement	At the Mayors Discretion	At the Mayors Discretion
Any or all Rooms	8.30am – Midnight (One Day)	200.00	230.00
Any or all Rooms	5pm Friday – Noon Sunday	320.00	375.00
Any or all Rooms (See Note 6)	After Midnight	35.00	35.00
Pannier Market	Weekdays	100.00	120.00
	Sundays	55.00	100.00
Performing Rights Fee (See Note 7)		25.00	25.00

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SCHEDULE OF CONDITIONS FOR THE HIRE OF THE PANNIER MARKET FOR FUNCTIONS

APPLICANTS AND HIRERS SHOULD STUDY THESE CONDITIONS CAREFULLY to avoid any misunderstanding or disappointment.

1. All bookings are subject to the approval of the Town Council or Town Clerk.
2. Enquiries by telephone or in person will not be regarded as an acceptance of a booking. **All applications must be accompanied by a completed application form and a deposit as detailed in the list of hire charges.** This deposit is non refundable.
3. The person/persons or organisation booking the Pannier Market undertake the following:
 - a) To accept full responsibility for the maintenance of good order at all times while the Pannier Market is in use by them, and will ensure that an adequate number of stewards are present.
 - b) To accept full responsibility for providing any necessary fire extinguishers etc in accordance with the event being held.
 - c) To indemnify the Council against all claims or liability for loss or damage to the property of any persons attending or assisting at any function in the Pannier Market.
 - d) To indemnify the Council against all claims or liability in respect of injury or accidents to any persons attending or assisting at any function in the Pannier Market (other than an employee of the hirer if such injury arises out of and in the course of employment by the hirer).
 - e) To pay to the Council the full cost of making good any damage or losses caused by the hirers of any person using the Pannier Market, to the floors, walls, doors, fixture and fittings, keys or any other part of the premises.
 - f) To agree to pay a premium to the Council, for Hirer's Liability Insurance if the hirer does not hold his own insurance policy, to cover clauses b, c and d above, and to include loss or damage occasioned to buildings or contents.
 - g) Not to affix any flags, banners or other form of decoration or notices whatsoever to the walls or doors of the premises without the prior consent of the Council.
 - h) To remove from the Pannier Market, immediately after their use, any decorations placed therein. Any decorations not removed by the end of the first working day after the event will be removed by the Council staff, and the cost will be charged to the hirers.

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- i) Where a bar is required at any event the hirer must contact the Designated Premises Supervisor to make arrangements. No bar will be permitted unless this has taken place. Details of the DPS may be obtained from the Town Council.
- j) Organisers are required to close the bar ONE HOUR before the scheduled end of the function, except on Saturdays, when it will be a HALF HOUR before the scheduled end.
- k) All alcoholic or soft drinks should be served in plastic or toughened glasses and no alcoholic drinks should be allowed outside of the Pannier Market.
- l) To advise the Market & Property Services Supervisor as early as possible, and in any event not later than two days before the event of any specific requirements for the event.
- m) To pay the charges for the hire of the Pannier Market and facilities at the scale in force on the date of the event. The Council reserves the right to revise the scale of charges without notice to hirers who have already booked rooms. All accounts are forwarded to hirers the week following the event.
- n) To ensure that the maximum number of persons present in the building does not exceed the number stated on the Town Council's Premises Licence which is displayed in the Pannier Market.
- o) To ensure that the Pannier Market is vacated by booked times.
- p) To pay the cost of cleaning the Pannier Market where additional work is required, such additional work being in excess of four hours by one member of staff.
- q) The hours of operation of the Premises Licence shall only be:
Monday – Sunday 9.00am – 11.30pm
- r) Smoking is not permitted in the Pannier Market and there should be no naked flames ie candles

The following conditions also apply to the Premises Licence:

- 4) The hirer shall make efficient arrangement for ensuring that the maximum number of persons permitted to be on the premises at any one time is not exceeded. Such arrangements to include provisions whereby any authorised Officer of the Licensing Authority or the Devon Fire & Rescue Service can determine the number of persons present (without a physical count).
- 5) Where events take place featuring live or recorded music, where the age group attending the event is predominantly under 25 years of age, SIA registered door staff in the ratio of 1:75 shall be employed by the hirer.

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- 6) The organiser will be requested to nominate one person (and additional stewards where applicable), and those persons will be required to attend the Pannier Market for instruction and training in what to do in case of fire. A certificate will be issued to persons so instructed, so that on the occasions of future hires a further period of instruction will not be necessary.
- 7) The organiser is also required to appoint a nominated deputy who will co-ordinate the actions to be taken in the event of a fire. That person shall also be trained.
- 8) As it is a condition of the Premises Licence held by the Council that no drunkenness, disorderly conduct, or any acting, recitation, singing or dancing which is of an obscene or offensive nature or character shall be permitted on the premises, the Town Clerk or any official of the Council may instruct the organiser of the function to take such measures as will end any of the above prohibited matters, and the Town Clerk (as Licensee) or any official of the Town Council will take the necessary action to enforce this provision.
- 9) It is a further condition of the License that the Council must ensure that at all times the premises are used so as to ensure that no disturbance is caused to nearby residents, passers-by, or the occupants of adjacent premises and use its best endeavours to ensure that at the close of any licensed entertainment patrons disperse as quietly as possible. In the event of any complaint of noise or disturbance, the Town Clerk (as Licensee) or an official of the Town Council shall take appropriate steps to abate the problem if the organiser of the function does not control the activity or behaviour at or arising out of a function.
- 10) No exhibition, demonstration or performance of hypnotism (as defined in Section 6 of the Hypnotism Act 1952) shall be given on any person at the premises except with the written consent of the licensing authority and in accordance with any conditions attached to such consent.
- 11) All means of escape, ie corridors, gangways, passages, stairways, exitways etc shall be kept free from obstruction at all times when members of the public are on the premises.
- 12) No portable heating appliance shall be permitted on the premises during the time they are used for the purpose to which the Premises Licence applies
- 13) During the time the public are on the premises, the use of pyrotechnics shall be prohibited other than on a stage which is capable of being separated from the public by a fire resistant curtain. In this connection pyrotechnics means the use of apparatus or other devices for the production of smoke, coloured smoke or firework- like effects. Oil lamps and candles are also prohibited, as is the use of naked lights or flames.

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- 14) The hirer is required to obtain all approvals from all necessary authorities. The Town Council accepts no liability if the hirer does not obtain the approval or an application for approval is rejected by the District Council.
- 15) The Town Council or Town Clerk will give a decision on any application for hire of the Pannier Market as soon as practically possible and the Town Council accepts no liability for any costs incurred by a potential hirer if the application is refused. The granting of any licence of approval by another authority is not indicative that the Town Council or Town Clerk will approve the hire.

Details of Premises Licence Holder:

Andrew Clive Coates
Town Clerk
South Molton Town Council,
The Amory Centre, 125 East Street
South Molton
EX36 3BU
Tel: 01769 572501
Fax: 01769 574008
Email: andrew.coates@northdevon.gov.uk

Adopted by South Molton Town Council on 22 November 2011 – Minute No 111/11

SOUTH MOLTON TOWN COUNCIL

SCHEDULE OF CONDITIONS FOR THE HIRE OF THE ASSEMBLY ROOMS AND TOWN HALL FOR FUNCTIONS.

APPLICANTS AND HIRERS SHOULD STUDY THESE CONDITIONS CAREFULLY to avoid any misunderstanding or disappointment.

1. All bookings are subject to the approval of the Town Council or Town Clerk.
2. Enquiries by telephone or in person will not be regarded as an application for booking. All applications must be accompanied by a deposit as detailed in the list of hire charges. This deposit is non returnable.
3. The person/persons or organisation booking the Assembly Rooms/s undertake the following:
 - a) To accept full responsibility for the maintenance of good order at all times while the rooms are in use by them, and will ensure that an adequate number of stewards are present (please see Clause 8).
 - b) To indemnify the Council against all claims or liability for loss or damage to the property of any persons attending or assisting at any function in the rooms
 - c) To indemnify the Council against all claims or liability in respect of injury or accidents to any persons attending or assisting at any function in the rooms (other than an employee of the hirer if such injury arises out of and in the course of employment by the hirer).
 - d) To pay to the Council the full cost of making good any damage or losses caused by the hirers of any person using the room, to the floors, walls, doors, furniture, fittings, keys or any other part of the premises.
 - e) To agree to pay a premium to the Council, for Hirer's Liability Insurance if the hirer does not hold his own insurance policy, to cover clauses b, c and d above, and to include loss or damage occasioned to buildings or contents.
 - f) Not to affix any flags, banners or other form of decoration or notices whatsoever to the walls or doors of the premises.
 - g) To remove from the rooms, immediately after their use, any decorations placed therein. Any decorations not removed by the end of the first working day after the event will be removed by the Council staff, and the cost will be charged to the hirers.
 - h) Not to remove the piano from the stage to which it is fixed. If any attempt is made to move the piano, the hirer agrees to pay to the Council the cost of any repairs required, and the cost of any necessary re-tuning.
 - i) At all times when a bar is required, the Council facilities for same must be hired. The bar must be located in the Old Assembly Room, although if less than 170 persons are attending the function the bar will be permitted in the New Assembly Room – this must be stated at the time of application.
 - j) To ensure that the terms of the Temporary Events Notice for a bar relating to the time of closing are strictly observed.

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- k) Organisers are required to close the bar ONE HOUR before the scheduled end of the function, except on Saturdays, when it will be a HALF HOUR before the scheduled end. The issue of a Temporary Events Notice for any time period does not overrule the conditions of hire, and the bar must be emptied by the end of the hire period, and closed at the time required by these conditions.
- l) It is the policy of the South Molton Town Council not to hire bar facilities for meetings where young people will be present.
- m) Not to affix or pin any material to the curtains in the New Assembly Room. Upon request an easel will be provided for the display of any information (ie table plans etc).
- n) To advise the Market & Property Services Supervisor as early as possible, and in any event not later than two days before the event, how many tables and chairs are required and their layout.
- o) To pay the charges for the hire of rooms and facilities at the scale in force on the date of the event. The Council reserves the right to revise the scale of charges without notice to hirers who have already booked rooms. All accounts are forwarded to hirers the week following the event.
- p) Value added tax will be applied to those items indicated by Customs and Excise.
- q) To ensure that the Sound Level Control Equipment is not damaged or tampered with in any way, and to reimburse to the Council the full cost of repairing or resetting the equipment.
- r) To ensure that the maximum number of persons present in the building does not exceed the number stated on the Town Council's Premises Licence which is displayed in the Foyer of the Town Hall.
- s) To ensure that all rooms are vacated by booked times.
- t) To pay the cost of cleaning the rooms where additional work is required, such additional work being in excess of four hours by one member of staff.
- u) The hours of operation of the Premises Licence shall only be:

Monday – Friday	9.00am – 1.30am
Saturday	9.00am – 1.00am
- v) Smoking is not permitted in any of the rooms and there should be no naked flames i.e.candles

The following conditions also apply to the Premises Licence:

- 4) The maximum number of persons to be permitted on the premises at any one time shall not exceed the number stipulated on the Premises Licence, namely:

Sole Use of New Assembly Room - Standing	- 300
Sole Use of New Assembly Room - Seated	- 200
Sole Use of Old Assembly Room	- 50
New & Old Assembly Room used simultaneously (with not more than 50 in the Old Assembly Room)	- 300

- 5) The hirer shall make efficient arrangement for ensuring that the maximum number of persons permitted to be on the premises at any one time is not exceeded. Such arrangements to include provisions whereby any authorised Officer of the Licensing Authority or the Devon Fire & Rescue Service can determine the number of persons present (without a physical count).
- 6) The licensee or a nominated person shall be in attendance during the whole period the premises are open to the public. Where there are more than 100 persons present, the licensee or nominated person, shall be assisted by at least one steward. The steward shall wear either distinctive clothing or a suitable armband provided by the hirer.
- 7) Where most of those present are under the age of 16, the number of stewards shall be not less than 1 for every 100 or part of 100. Where there is an upper floor, there shall be 1 steward for every 50 or part of 50 on that floor.
- 8) The organiser will be requested to nominate one person (and additional stewards where applicable), and those persons will be required to attend the Town Hall for instruction and training in what to do in case of fire. A certificate will be issued to persons so instructed, so that on the occasions of future hires a further period of instruction will not be necessary.
- 9) The organiser must ensure that stewards/officials are to be sited outside the doors leading from the Assembly Room to a) the Court Room and b) corridor.
- 10) The organiser must ensure that the pair of inward opening double doors situated at each main entrance at ground level shall be secured in the open position whenever the premises accommodate more than 50 persons.
- 11) The organiser is also required to appoint a nominated deputy who will co-ordinate the actions to be taken in the event of a fire. That person shall also be trained.
- 12) As it is a condition of the Premises Licence held by the Council that no drunkenness, disorderly conduct, or any acting, recitation, singing or dancing which is of an obscene or offensive nature or character shall be permitted on the premises, the Town Clerk or any official of the Council may instruct the organiser of the function to take such measures as will end any of the above prohibited matters, and the Town Clerk (as Licensee) or any official of the Town Council will take the necessary action to enforce this provision.
- 13) It is a further condition of the Licence that the Council must ensure that at all times the premises are used so as to ensure that no disturbance is caused to nearby residents, passers-by, or the occupants of adjacent premises and use its best endeavours to ensure that at the close of any licensed entertainment patrons disperse as quietly as possible. In the event of any complaint of noise or disturbance, the Town Clerk (as Licensee) or an official of the Town Council shall take appropriate steps to abate the problem if the organiser of the function does not control the activity or behaviour at or arising out of a function.

- 14) No exhibition, demonstration or performance of hypnotism (as defined in Section 6 of the Hypnotism Act 1952) shall be given on any person at the premises except with the written consent of the licensing authority and in accordance with any conditions attached to such consent.
- 15) All means of escape, ie corridors, gangways, passages, stairways, exitways etc shall be kept free from obstruction at all times when members of the public are on the premises.
- 16) No portable heating appliance shall be permitted on the premises during the time they are used for the purpose to which the Premises Licence applies
- 17) During the time the public are on the premises, the use of pyrotechnics shall be prohibited other than on a stage which is capable of being separated from the public by a fire resistant curtain. In this connection pyrotechnics means the use of apparatus or other devices for the production of smoke, coloured smoke or firework-like effects. Oil lamps and candles are also prohibited, as is the use of naked lights or flames.
- 18) All doors must be kept closed at all times. In no circumstances must doors be kept open by the use of 'chocks' or other devices.
- 19) If the premises are to be used for any entertainment involving a closely seated audience seating arrangements must have been approved by the Licensing Authority (North Devon District Council). A plan showing the approved layout shall be displayed next to the Premises Licence.
- 20) The hirer is required to obtain all approvals from all necessary authorities. The Town Council accepts no liability if the hirer does not obtain the approval or an application for approval is rejected by the District Council.
- 21) The Town Council or Town Clerk will give a decision on any application for hire of rooms as soon as practically possible and the Town Council accepts no liability for any costs incurred by a potential hirer if the application is refused. The granting of any licence of approval by another authority is not indicative that the Town Council or Town Clerk will approve the hire.

Details of Premises Licence Holder:

Andrew Clive Coates
Town Clerk
South Molton Town Council,
The Amory Centre,
125 East Street
South Molton
EX36 3BU
Tel: 01769 572501 Fax: 01769 574008
Email: andrew.coates@northdevon.gov.uk

Notes:

- 1) Please note that the bar is permanently positioned in the New Assembly Room but may be permitted in the Old Assembly Room if hirers wish.
- 2) The hire charge per room includes the hire of tables, chairs, use of the bar, piano or public address system. All requirements should be clearly stated on the booking form and agreed with the Market & Property Services Supervisor prior to the event.
- 3) The Hirer must indicate on the booking form whether any music will be played and whether it will be live or recorded.
- 4) All invoices will be subject to an additional 10% charge in respect of Hirer's Liability Insurance, to include loss or damage occasioned to buildings and contents, unless the hirer has previously advised the Town Council that they have their own insurance cover.
- 5) Outside hire of trestle tables or chairs – the hirer must make arrangements to collect and return these with the Market & Property Services Supervisor. A charge for such hire must be agreed with the Market & Property Services Supervisor.
- 6) Locking Up Fee – this fee is charged if any booking continues after midnight.
- 7) Performing Rights Fee – this fee is charged for all bookings which are open to the public where live or recorded music is played.
- 8) The Mayors Parlour – The Hirer must obtain permission from the Mayor in Office prior to any booking being made and a fee agreed if applicable.
- 9) The Lift will be made available for use during all functions, unless the hirer advises that it is not required.
- 10) The Pannier Market can be made available for parking if no other event is taking place there. Please advise the Market & Property Services Supervisor if you require this facility.

Contact: South Molton Town Council (Office) Tel: 01769 572501 Fax: 01769 574008
Email: andrew.coates@northdevon.gov.uk

Market & Property Services Supervisor Tel: 07549177104