



## Application for the Hire of Bollington Civic Hall

Please complete this booking form in conjunction with Appendix 1  
and the current price list and return it to Bollington Town Council.

Contact Details			
Name:			
Organisation:			
Address:			
Email:		Phone:	
Function Details			
Type of Function:			
Date/s required:			
Times required:	Start time including set up:	End time including clear up:	
Expected Attendance:			
Equipment Requirements		Facility Requirements	
Tables and Chairs	Y/N	Caretakers Assistance	Y/N
Staging	Y/N	Kitchen Facilities – Light or Full	L/F
Theatre Seating: Chairs	Y/N	Bar Facilities – Light or Full	L/F
Theatre Seating: Retractable	Y/N	If using Bar Facilities, please state the name and address of the person responsible for providing your bar services and who has obtained Personal Liquor Licence:	
PA Equipment	Y/N		
Projector Screen <i>(you will need your own projector and laptop)</i>	Y/N		
If there is any further information / requirements concerning your booking please state:			

# Conditions of Hire of Bollington Civic Hall

**Please read carefully. This now forms the agreement of conditions of hire between the hirer and Bollington Town Council**

Please tick where appropriate:

- a. I/We agree to vacate the premises at the time stated on the booking form.
- b. I/We agree to leave the premises clean & tidy (equipment is available in the cleaners store room located in the ladies toilet)
- c. (i) I/We the Hirer (individuals) require public liability insurance through the Council Insurance **Yes/No** **OR**

(ii) I/We the Hirer (organisations) will arrange appropriate public liability insurance cover for the said hiring on terms acceptable by the Council and prior to the hiring will produce to the Council an insurance cover note relating to such insurance and evidence of payment of the insurance premium. Such public liability insurance shall be for a minimum sum of £5,000,000.00 and shall relate to all risks and be subject to such conditions as are required by the Council **Yes/No**

A copy of your public liability insurance and risk assessment must be attached to this booking form.

- d. I/We the Hirer agree to indemnify the Council from and against all costs, claims, losses, damage or proceedings:
- (i) Arising from any death, accident, injury or damage to any person whatsoever which may arise out of or in consequence of my/our use of the premises (except insofar as resulting from any act or neglect done or committed during the period of hire by the Council and/or its employees and except losses or claims in respect of which the Council is indemnified by its insurers where insurance cover is provided by the Council under paragraph (c.)
- (ii) Relating to any property referred to in paragraph (e.) (except in so far as proved to have arisen due to the neglect of the Council or its employees)
- (iii) Arising from any breach of any conditions of this agreement and loss of or damage to property of the Council arising during or by reason of this hire agreement
- e. I/We the Hirer shall be responsible for any loss, theft or damage relating to any property brought onto the premises by reason of the hiring whilst on the premises
- f. I/We the Hirer shall comply with all the provisions of the Licensing Acts and local police regulations which are in force in the Cheshire East Authority.
- g. I/We the Hirer agree to and undertake to pay to the council any monies due in advance of the hire.
- h. I/We the Hirer shall comply with all relevant regulations regarding the safety of electrical equipment and shall ensure that all or any electrical equipment used during the hire, whether within the Hirer's direct control or not, has been inspected and tested as appropriate and shall produce on request the relevant test certificate to the Council.  
The Council reserve the right to refuse to allow electrical equipment into the premises if it believes that the equipment on the date of hire fails to reach the required standard
- j. Health & Safety - Hirers must be aware of their responsibilities under the Health & Safety Act and should fully appraise themselves with the Civic Hall's Safety Manual.
- k. It is now against the law to smoke anywhere in the building, this includes the entrance lobby
- l. All cheques must be made payable to Bollington Town Council
- m. I/We have read and will comply with all the requirements as laid down in this application.

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

**Date:**