

INFORMATION AND BOOKING FORM

ILCHESTER TOWN HALL AND COMMUNITY CENTRE



MAIN HALL:

This large and light first floor room is suitable for numbers of up to one hundred guests (numbers for seated will depend on layout). It has a bar area and access to a fully equipped kitchen (additional charge applies). Please liaise with the caretaker regarding crockery and cutlery. If you intend to use our kitchen for food please see our conditions of use. The Main Hall is ideal for meetings, receptions, parties, dinners, discos, etc. In addition, staging, a screen, flip chart, loop and sound system and clavinola are all available for use.

COURT ROOM:

This ground floor room is suitable for meetings, smaller parties and events, for up to forty people (numbers for seated will depend on layout). The use of the ground floor kitchen/utility is included in the cost of the Court Room hire.

LIBRARY:

As well as being the community library for Ilchester, this room can be used for small meetings and has access to a small, covered patio area. Also includes use of the ground floor kitchen/utility in the cost of hire.

COMMITTEE ROOM:

This light room is furnished with a large table and is suitable for meetings for ten to twelve people seated. Access to the kitchen is included for teas and coffees.

The Hall has WI-FI connectivity throughout the building. Please ask the Caretaker/Clerk for the password. The Hall has full facilities for the disabled including a lift. For full terms and conditions of hire please see attached information.

For further information and bookings please contact:

The Caretaker (Julie Stapleton) on:

Landline: 01935 841247

Mobile: 07366 410302

Email: bookingsITT247@gmail.com

ILCHESTER PAVILION AND SPORTSFIELD

MEETING ROOM:

The Meeting Room in the centre of the Pavilion is suitable for numbers of up to forty guests (number for seated will depend on layout). A number of chairs and tables are available as part of the hire, please speak to the Supervisor regarding tables and chairs. A Television is available for hire at a small charge. The Pavilion has **WI-FI** connectivity for use (please ask Supervisor/Clerk for the password). A phone is available in the main foyer **for Emergency use only**.

KITCHENETTE:

The kitchenette in the pavilion is available for use by prior arrangement at booking stage. The kitchenette is a small facility providing a fridge, small oven, and hot water. There is a small number of crockery and cutlery items available for use. If you intend to use our kitchenette for food please see our conditions of use.

CHANGING FACILITIES:

The Changing Rooms at the Pavilion are available for use by prior arrangement at booking stage. There are no storage facilities at the Pavilion. The toilet facilities in the Pavilion can be included in the Sports field hire if required, please ask this to be taken into consideration as part of the agreed booking fee.

THE SPORTS FIELD:

The Sports field can be hired in conjunction with the Pavilion, or on an individual basis. There is no set hire fee for the Sports field as requirements often differ for each event.

The pitches at the Sportsfield are not available for hire as they are hired on an annual basis by The Ilchester Youth Football Club. Please be aware that the football club have dedicated use of the changing facilities at the Skate Park end of the Sports field. If an event is held at the Pavilion this area will be closed and will not be accessible to the hirer.

The Sports field is used on an annual basis for car boot sales to raise money for the pavilion and grounds. The posts stay in situ all year round and cannot be fully removed. For certain events, a few posts may be removed and replaced if necessary. Cars can be parked on the Sports field, although consideration will need to be given to the Football Club and it is recommended that parking is used at the Mead end of the Sports field.

For further information and bookings please contact:

The Sportsfield Supervisor (Kat Lawson) on:

Landline: 01935 841247

Mobile: 07366 410322

Email: bookingsITT247@gmail.com

ILCHESTER TOWN TRUST - BOOKING FORM



CONTACT DETAILS:

Name:		Phone/Mobile No:	
Organisation:		Email Address:	
Address:		Day/Date of Hire:	
		One off / Regularity:	
		Time from:	
Post Code:		Time to:	

NOTE: Please remember to allow time for any setting up/clearing away in your timings

HIRE DETAILS:

<p>PURPOSE OF HIRE: (please provide as much information as possible about your event)</p>	
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Please Include attendee numbers and whether attendees will be charged	ATTENDEE NUMBERS:	YES/NO
Will alcohol be sold (if yes, please supply evidence of a TEN Licence <i>(See Conditions of Hire No 13/14)</i>)		YES/NO
Will alcohol be supplied (free) for consumption, be brought for prizes, or be brought by those attending.		YES/NO

TOWN HALL AND COMMUNITY CENTRE	<input type="checkbox"/> Main Hall (£12 p/hr)	<input type="checkbox"/> Main Kitchen (£5 p/hr) (not for tea/coffee only)
	<input type="checkbox"/> Court Room (£12 p/hr)	<input type="checkbox"/> Audio equipment
	<input type="checkbox"/> Committee Room (£7 p/hr)	<input type="checkbox"/> Table and Chairs
	<input type="checkbox"/> Library (£7 p/hr)	<input type="checkbox"/> Crockery & Cutlery
PAVILION & SPORTSFIELD	<input type="checkbox"/> Pavilion (£10 p/hr)	<input type="checkbox"/> Kitchenette
	<input type="checkbox"/> Sports field – Price on application	<input type="checkbox"/> Changing Room facilities (including Toilets)
ADDITIONAL FACILITIES	<input type="checkbox"/> Bouncy Castle (additional charge for electricity)	See Terms and Conditions para 6
	<input type="checkbox"/> Didi Cars (deposit required)	See Terms and Conditions para 5
	<input type="checkbox"/> Use of Bar-B-Que/s	See Terms and Conditions para 7

Facility Hire	E.g., Room Rate x number of hours Total:	£
Additional Charges	(Electricity, damage deposit if applicable):	£
	Total	£
	Deposit (50%)	£
	Amount remaining:	£

PAYMENT DETAILS:

Bank Transfer:	The Ilchester Town Trust Sort Code: 40-47-28 Account No: 02052350
Cheque:	Please make cheques payable to: The Ilchester Town Trust
Cash:	Please hand any cash payments to a member of staff. Do not leave cash on the premises.

I confirm that I have read and understood the Terms and Conditions of Hire and the Fire Procedures (attached) and agree to comply with them fully. I understand that I am wholly responsible for the conduct of all persons attending the venue in connection with the above event for which I have hired it.

SIGNED (Hirer): **DATED:**

TERMS AND CONDITIONS OF HIRE

1. **HEALTH AND SAFETY: FIRE INSTRUCTIONS/BUILDING EVACUATION** - During the hiring period, the named hirer is fully responsible for the safe evacuation of the building. Please read the instructions attached and familiarise yourself with the building and key areas including emergency exits, fire extinguishers, call points and first aid kits. The LIFT is not to be used in the event of a fire. Any form of live flame is not permitted in our buildings, including tea lights. **FIRST AID** – The named hirer is responsible for first aid administration during the hiring period of their event. First aid kits are available in the kitchen area of the Town Hall and Pavilion. If used, please report to the Caretaker/Supervisor to ensure replenishment. Should an incident occur please notify the caretaker/supervisor as soon as possible and complete an incident form. Risk assessments WILL BE REQUIRED for classes and events, and a copy of any relevant certificates that are required for conducting the class must be provided. **COVID** –As well as our routine cleans, the caretaker/supervisor will continue to do a thorough clean between hires. Hand sanitisers are still available in our facilities. If the hirer is aware of any person who has contracted covid attending our premises, please notify the caretaker or supervisor as soon as possible.
2. **BOOKING CHARGES** – For individual one-off events, a 50% deposit of the total charge is to be included when submitting the Booking Form to secure your reservation. The remainder is due no later than 7 days prior to event. Failure to do so may result in cancellation of the booking. For large parties a £100 damage waiver deposit may also be requested.
3. **BLOCK BOOKINGS** – All regular bookings whether weekly or monthly, are payable in advance on a monthly basis. An invoice will be submitted on the first day of the month of hire, and payment is due by the last day of the same month. Regular bookings prevent the Trust from re-hiring the facility should a booking be cancelled within the hire term. For these reasons the Trust reserve the right to charge for any regular booking that is cancelled in advance. The Trust will take any adverse circumstances into account and where it is deemed appropriate, credit the hire fee.
4. **SETTING UP/TIDYING AND CLEANING** – Please allow time within your booking to include setting up and tidying away.
5. **DIDI CARS** – you will be required to submit a £30 damage deposit with your booking form if your child’s party involves Didi Cars. This is to cover the cost of having the floor burnished if the Didi Cars cause too much scuffing. If floor treatment is not required, your deposit will be returned after the party. Please check the floor before your party starts.
6. **HIRE OF BOUNCY CASTLES** – Please note there is an additional charge of £5.00 per half day towards electricity when hiring a bouncy castle. You will need to allow an extra half hour within your booking slot for setting up and removal of the bouncy castle.
7. **BAR-B-QUES/CATERING** – The use of bar-b-ques are not permitted at the Town Hall. Bar-b-ques are permitted at the Sports field, they must be supervised at ALL times, and must be raised from the ground (have legs). The Trust does not hire out a bar-b-que. A food hygiene certificate will be required for companies providing external catering, and suitable fire equipment and first aid equipment must be present.
8. **KITCHEN HIRE** – The hirer is solely responsible for the preparation and provision of food during their event on our premises. If the hirer plans to use our kitchen facilities for any form of food preparation or provision the KITCHEN CONDITIONS OF USE must be read and followed at all times. This document is available with our booking form and is displayed in the kitchen of each building. Please ensure you arrange a suitable time with the Caretaker or Sportsfield Supervisor to be shown the location and use of equipment.
9. **DAMAGES** - The Hirer shall be responsible for all damages to the premises, its fixtures, fittings, and contents during the period of hire not arising out of any defects in the premises or contents therein which is the property of the Ilchester Town Trust. In your own interest, you are advised to inspect the premises before use and note down any damage and immediately notify the caretaker or supervisor. Hooks are provided in the Main Hall and Court Room for banners etc. **NO cellotape, Bluetac or other sticky items are to be placed on the walls or used on the floor, cable carriers are supplied for your use.** Please speak to the Caretaker or Supervisor who will assist you if in any doubt.
10. The Ilchester Town Trust always reserves the right over lettings and right of entry to the premises.
11. The Ilchester Town Trust will not be responsible for any items lost on the premises.
12. Maximum numbers allowed under the Premise Licence are as follows:

Main Hall is 100 (one hundred) standing – numbers for seated depends on layout required
Court Room 40 (forty) standing – numbers for seated depends on layout required
Pavilion 40 (forty) standing – numbers for seated depends on layout required

13. **EQUIPMENT** - The premises and equipment must be left in a clean and tidy condition with tables and chairs stored neatly away. You will be charged for any breakages (please see Damage Deposit). It is **NOT** the responsibility of the Caretaker/Supervisor to clear and clean up after you.
14. **DISPOSAL OF RUBBISH** - Due to new Refuse Collection Regulations we are now unable to dispose of your rubbish so please take **ALL** your rubbish away with you.
15. **PRIVATE PARTIES/ALCOHOL** - Cash Bars are not permitted under the terms of the Ilchester Town Trust Licence **BUT** the hirer can purchase their own temporary licence, through SSDC (Temporary Event Notice (TEN) licence) if they wish to offer alcohol for sale. Without a licence, no admission charge can be made if it includes an alcoholic beverage, nor can tickets or raffle tickets be sold for alcoholic prizes. If the hirer does not wish to purchase a TEN licence, then alcohol may still be consumed **only** if it is supplied free by the hirer or brought in by guests (the rules above regarding raffles, etc will still apply).
16. **GENERAL BOOKINGS** - Any event where alcohol is provided, either to be consumed or given as prizes as part of the entry fee, **MUST** be declared to the Town Trust before confirmation of booking can be made (see point nine above).
17. **DISCLOSURE & BARRING SERVICE** - Any hirer intending to run an event on a regular basis, and which involves children other than their own, or vulnerable adults, **MUST** supply evidence of their DBS Certificate and registration number to the Town Trust at least 14 days prior to the event.
18. **PUBLIC PERFORMANCES** – Organisations hiring the Hall for Public Performances must conform with the Theatres Act.
19. **MUSIC** - Any commercial organisation or individual earning an income from providing an activity within this building and who plays recorded music (e.g., Aerobics classes, Ballet, Tai Chi, Slimming Groups, etc), **MUST** hold a relevant PPL licence and will be required to produce a photocopy to confirm the booking.
20. The Hirer shall be held responsible for ensuring that all persons attending their function are entitled to do so.
21. **DAMAGE DEPOSIT AND CLEANING CHARGE** – Any private individual hiring our facilities for a large function may be obliged to pay a damage deposit of £100 prior to the event (at the discretion of the Ilchester Town Trust). This will be refundable within 7 DAYS subject to an agreed inspection, and a cleaning charge of £15 if deemed to be required.
22. **SECURITY** - The Caretaker and Sportsfield Supervisor are responsible for the keys to the premises at all times. The relevant person will liaise with you as to how you can contact her regarding your hire. The Town Hall has an electronic locking system. On hiring facilities in the town hall, the hirer will be given a security fob or security code which will give access to the building. The system will be set up to cover the hours of hire and will not work or allow access at any other time. If provided with a fob, the hirer is responsible for its safe keeping and return. Loss of fobs will be charged at £5.00 per fob. The hirer is required to close the Town Hall main doors during the event to prevent unauthorised persons entering the building.
- The Pavilion is secured by lock and key and has a security alarm system. Access to the building will be controlled by the Sports field Supervisor who will unlock the building in time for the hirer to gain timely access and will lock up at the end of the hire period. The Sports field has padlocked gates which will be opened on request. Customers are asked to keep the gate closed once visitors have entered the site, and the gates will be secured at the end of hire. All vehicles must have vacated the site by the end of the hire period. Floodlights can be switched on in the evening during winter hire. We operate a buddy system at the Pavilion and request that the hirer meets the Sports field Supervisor at the end of hire to ensure safe locking of the building and gates.
- UNDER NO CIRCUMSTANCES MUST EXIT OR FIRE DOORS BE WEDGED OPEN, LOCKED, OR OBSTRUCTED AT ANY TIME. Failure to comply leaves the Hirer fully liable.
23. **NO SMOKING** - All indoor premises are strictly a NO SMOKING zones. Smoke Detectors are in operation and therefore the use of smoke machines, dry ice or flash pots is not permitted.
24. **ADVERTISING** - Hirers of the premises are reminded that it is an offence to place fliers/boards advertising events on the public highway. Anyone doing so will be responsible for any fines charged by the local enforcement officer. The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified the Trustees accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
25. These Conditions are subject to change at the Trustees' discretion. Hiring charges will be reviewed on an annual basis.

FIRE INSTRUCTIONS

Action on discovering a Fire:

- ❑ Shout FIRE, FIRE, FIRE
- ❑ Evacuate the building by the nearest exit – DO NOT USE THE LIFT IN THE TOWN HALL
- ❑ Smash nearest Alarm Call Point Box on leaving the building
- ❑ Call the Fire Brigade on 999 from any available telephone when you get to safety outside of the building – please proceed to the nearest fire assembly point

Action on Hearing the Alarm:

- ❑ Evacuate the Building by the nearest exit – DO NOT USE THE LIFT IN THE TOWN HALL
- ❑ Call the Fire Brigade on any available telephone from outside the building
- ❑ DO NOT mute the alarm or allow anyone back into the building until authorised by the Fire Brigade only

ALARM CALL POINTS ARE SITUATED:

Town Hall

- ❑ Near Main Door
- ❑ Near Side Door
- ❑ Top of Stairs by Main Hall Door
- ❑ By cupboard outside Main Kitchen
- ❑ In Ground Floor Utility Room
- ❑ In the Museum Foyer

Pavilion

- Front Door
- Main Hall Back Door
- Changing Room area by exit door
- Changing Room area by exit door

PLEASE FAMILIARISE YOURSELF WITH CALL POINT LOCATIONS PRIOR TO THE START OF YOUR EVENT

ASSEMBLY POINTS:

- ❑ Town Hall – The Shelter by the Green, directly outside the front of the building
- ❑ Pavilion – Two locations on the Sportsfield, by the Car Boot Hut and by the Skate Park

PLEASE FAMILIARISE YOURSELF WITH ASSEMBLY POINTS PRIOR TO THE START OF YOUR EVENT

THE NAMED HIRER MUST BE AND IS RESPONSIBLE FOR THE SAFE EVACUATION OF THE BUILDING!!

MAIN KEY HOLDERS AND POINT OF CONTACT:

Clerk to the Trust:	Maxine Read	Tel: 07562 988837
Town Hall Caretaker:	Julie Stapleton	Tel: 07366 410302 / 01935 841247
Sportsfield Supervisor:	Kat Lawson	Tel: 07366 410322

FEEDBACK FORM – ILCHESTER TOWN HALL, PAVILION & SPORTS FIELD

We welcome feedback from all our users who hire our facilities. Would you please use the form below to inform us of your experience; your input is invaluable and will allow us to make relative improvements for future usage.

Name: **Date of Hire:**

Email: **Contact No:**

Arranging your booking:

How did you find out about us?

How did you place your booking?

Was it easy to book the facilities? YES/NO

Was the Booking Form easy to understand? YES/NO

Were you given all the information you required by the staff? YES/NO

Facilities used – Please circle all that apply:

Main Hall	Committee Room	Kitchen	Court Room	Library	Utility Room
Toilets	Patio	Car Parking	Pavilion	Sportsfield	

Were the facilities fit for purpose?

Was it clean?

Was the lighting adequate?

Was the heating adequate?

Maintenance (please report any maintenance issues:)

Do our facilities provide good value compared with other facilities?

Do you expect to hire with us again in the future?

Any other comments:

Could you please post this form back to the Town Hall, Ilchester (the letter box is in the blue side door by the Museum, in the High Street) and mark FAO: The Clerk. Thank you for your assistance.