



EVENT BOOKING FORM, TERMS AND CONDITIONS

ILCHESTER TOWN HALL AND COMMUNITY CENTRE FACILITIES

MAIN HALL:

A large and light room on the first floor that is suitable for numbers of up to one hundred attendees (numbers for a seated event will depend on the required layout). The Main Hall is ideal for formal and social meetings, training, all forms of exercise, arts and craft classes, receptions, parties, dinners, and discos. The main hall has a wooden sprung floor. Tables and chairs, a loop and sound system, a ceiling mounted projection screen (flip chart on request) and a Clavinova are all available for use. A projector can be loaned by prior arrangement. The Main Hall is large enough to accommodate an indoor bouncy castle for childrens' parties. The main hall has a bar area and access to a fully equipped kitchen.

COURT ROOM:

This ground floor room is carpeted and is suitable for formal and club meetings, classes, training courses, smaller parties and events. It will hold up to forty people (numbers for seated events will depend on the required layout). Tables and chairs are available, and the room has a ceiling mounted projection screen. The use of the ground floor utility/kitchen is included in the cost of the Court Room hire.

LIBRARY:

As well as being the free community library for Ilchester, this room can be used for small meetings and one to one sessions. Hire of the Library includes use of the ground floor utility/kitchen in the cost of hire.

MUSEUM:

The Ilchester Museum is open to view by the general public, every Wednesday between Easter and October half term. The room can be used as a hot desk facility during the week, excluding Wednesdays, all year round. Please contact the Clerk for more information regarding availability and rates.

COMMITTEE ROOM:

This light room is furnished with a large meeting table and chairs and is suitable for gatherings of up to ten people seated. Access to the main kitchen for teas and coffees is included in the hire.

GENERAL INFO:

The Town Hall has WI-FI connectivity throughout the building. Please ask the Caretaker or Clerk for the password. The Hall is fully accessible, including a lift. There is a small public car park at the front of the building, and a larger public car park a short walk away in Church Street. Street parking is also available in the village. Please read our attached terms and conditions of hire for detailed information.

**For further information please contact
Julie Stapleton, Caretaker, or Maxine Read, Clerk on:**

Landline: 01935 841247

Mobile: 07562 988837

Email: bookingsITT247@gmail.com

ILCHESTER PAVILION AND SPORTSFIELD FACILITIES

MAIN ROOM:

The Main Room in the centre of the Pavilion is suitable for numbers of up to thirty people (the numbers for seated events will depend on the required layout). A small number of chairs and tables are available as part of the hire, please speak to the Caretaker regarding your requirement. The Pavilion has Wi-Fi connectivity for use (please ask the Caretaker or Clerk for the password).

KITCHENETTE:

The kitchenette in the pavilion is available for use by prior arrangement and for light refreshments only. The kitchenette is a small facility providing a small number of crockery and cutlery items, a hot water boiler, small cooker and fridge. If you intend to use our kitchenette for food preparation, please speak with the Caretaker or Clerk.

CHANGING FACILITIES:

We have multiple changing Rooms with shower facilities at the Pavilion. These are available for use by prior arrangement at booking stage. 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. There are no storage facilities at the Pavilion, users leave their personal possessions at their own risk.

THE SPORTS FIELD:

Parts of 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 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. Bouncy castles can be set up on the area of ground just behind the pavilion, they cannot be used on the pitches or in the Pavilion.

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

The Sports field is used on an annual basis, from April through to October, for car boot sales. The car boot sales raise money for the maintenance of the pavilion and grounds. There are a small number of posts on the field that stay in situ all year round and cannot be fully removed. For classes and events, cars can be parked on the gravel areas in front of the pavilion, or weather permitting, on the car boot field. Please be aware that the Ilchester Town Trust permits the use of the skate park, Caloo outdoor gym equipment, and the wider grounds for dog walking, all year round.

**For further information please contact
Kat Lowson, Sportsfield Supervisor (Caretaker), or Maxine Read, Clerk, on:**

**Mobile: 07562 988837
Email: bookingsITT247@gmail.com**



ILCHESTER TOWN TRUST – EVENT BOOKING FORM

Please see our terms and conditions prior to completion

YOUR CONTACT DETAILS:

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

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

HIRE DETAILS:

PURPOSE OF HIRE: (please provide as much information as possible about your event and any facilities or equipment you will require)	
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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)</i>)		YES/NO
Will alcohol be supplied (free) for consumption, be brought for prizes, or be brought by those attending. <i>(Please See Terms and Conditions of Hire)</i>		YES/NO

TOWN HALL AND COMMUNITY CENTRE	<input type="checkbox"/> Main Hall (£13.50 p/hr)	<input type="checkbox"/> Main Kitchen – first floor (£10 one off)
	<input type="checkbox"/> Court Room (£12 p/hr)	<input type="checkbox"/> Audio equipment / Projector Screen
	<input type="checkbox"/> Committee Room (£8 p/hr)	<input type="checkbox"/> Table and Chairs
	<input type="checkbox"/> Library (£8 p/hr)	<input type="checkbox"/> Crockery & Cutlery
THIRD PARTY	<i>Contribution towards electricity</i>	<input type="checkbox"/> Bouncy castles/discos, etc (£10 one off)
PAVILION & SPORTSFIELD	<input type="checkbox"/> Pavilion (£12 p/hr)	<input type="checkbox"/> Kitchenette
	<input type="checkbox"/> Sports field – Price on application	<input type="checkbox"/> Changing Room facilities (including Toilets)
<i>Please liaise with the clerk for Commercial and Business Hire</i>		

ADDITIONAL FACILITIES AND EQUIPMENT, AND THIRD PARTY HIRE	
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PTO ...

PAYMENT:

Main Facility Hire	E.g., Room Rate x number of hours Total:	£
	Additional Facilities (kitchen, electricity, etc)	
<i>Where required</i>	Additional Damage/Cleaning Deposit:	
To be paid immediately	Room Deposit (50%)	£
To be paid prior to date of event	Amount remaining:	£

An invoice will be sent to your email address as part of the booking confirmation. Please reference your invoice number as part of your bank transfer, or on the back of your cheque.

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 only. The Trust cannot be held responsible for cash left on the premises. An electronic receipt will be provided for all payment methods.

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

HEALTH AND SAFETY:

FIRE INSTRUCTIONS/BUILDING EVACUATION - During the hiring period, the named hirer **is fully responsible** for all persons in attendance, and for safe evacuation of the building should an incident occur. Please read the instructions attached to this form 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.** UNDER NO CIRCUMSTANCES MUST FIRE DOORS BE WEDGED OPEN, LOCKED, OR OBSTRUCTED AT ANY TIME. FIRE EXITS ARE TO BE KEPT CLEAR AT ALL TIMES. Failure to comply leaves the Hirer fully liable. Please contact a member of staff on arrival if you have any issues.

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 areas of the Town Hall and Pavilion. If any item is used, please report to the Caretaker to ensure prompt replenishment. Should an incident occur please notify the caretaker as soon as possible and complete an incident form. Incident forms can be found with the first aid kits.

GENERAL - Any form of live flame is not permitted in our buildings, including tea lights. Risk assessments may be required for certain events. Any relevant training certificates or qualification that are required for conducting a class or event, must be provided prior to the start of hire. The lift in the Town Hall is designed for disabled access to the main floor and is therefore restricted to the use of disabled customers, or on occasion, for transporting equipment to the first floor, only. **Please ensure that children. do not use the lift unsupervised. The hirer is fully responsible for all persons and must stay on the premises at all times.**

SMOKING AND VAPING – All of our indoor premises are strictly NO SMOKING zones. Smoke Detectors are in operation at our premises and therefore the use of smoke machines, dry ice or flash pots are also not permitted. Please be aware that the activation of our fire alarms will require the evacuation of our building. Nobody will be permitted back into the building until it is deemed safe to do so by a Fire Marshal or the Fire Brigade.

DISCLOSURE & BARRING SERVICE - Any hirer running an event which includes children (other than their own) or vulnerable adults, **MUST** supply a copy of DBS Certificates for all responsible persons involved in the event. A registration number and a child protection policy are required at least 14 days prior to the start of the event. Please contact the Clerk if you wish to raise any element of concern in relation to the safety of a child or vulnerable adult. For private parties the Trust requires adequate adult supervision to monitor and control the behaviour of children and young adults. Persons under the age of 18 are not permitted to drink alcohol on our premises.

SECURITY - The Caretakers at the Town Hall and Pavilion are responsible for the keys to our premises. Both premises are covered by CCTV security systems. Please contact the Clerk if you require more information regarding our CCTV.

The Town Hall and Pavilion have an electronic door entry system. On hiring facilities, the hirer will be given a security code, which will give access to the building. The system will be set up to cover the hours of your hire and **will not work or allow access at any other time.** **The hirer is required to close the main doors of the premises once everyone has arrived, prior to the start of the event.** This is essential to protect all persons present within the building, by preventing unauthorised access. It will also protect our facilities from misuse and vandalism. The Town Hall and Pavilion main doors have a quick release system, please press the big green button on the right of the main door (Town Hall) and to the left of the main door (Pavilion) to exit the buildings.

The Pavilion also has a security alarm system. The Sportsfield Caretaker will disable the building alarm for the hirer to gain timely access and will set the alarm 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 attendees 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 Caretaker at the end of the hire. Please stay with the Caretaker to ensure they are not alone whilst closing the building and locking the gates.**

Please be respectful of any other events running in the buildings. Please do not enter a room if a class is in progress, or cause noise outside of the room, whilst waiting for your hire to commence.

Please ensure that all attendees stay within the areas included as part of their hire only. Some of our other rooms may be unlocked due to safety in the event of an emergency. It is not permissible for attendees to enter other areas of the building without express permission. The Trust cannot accept responsibility for incidents where attendees have entered other areas of the building.

MUSIC AND PUBLIC PERFORMANCES – Organisations hiring the Hall for Public Performances must conform with the Theatres Act. Any commercial organisation or individual earning an income and who plays recorded music such as a disco/DJ, **MUST** hold a relevant PPL licence and will be required to produce a photocopy as part of the booking.

INSURANCE / PUBLIC LIABILITY – The Ilchester Town Trust is covered by insurance and public liability insurance. Please see the Noticeboard in the Foyer for a copy of relevant certificates.

PREMISES LICENCE - The Hirer shall be held responsible for ensuring that all persons attending their function are invited guests and will not put attendees or the premises at risk, by permitting gate crashers or unknown individuals to enter the premises.

Maximum numbers allowed under the Premise Licence are as follows:

Main Hall is 100 (one hundred) standing – numbers for seated events depends on the layout required
Court Room 40 (forty) standing – numbers for seated events depends on the layout required
Pavilion 30 (thirty) standing – numbers for seated events depends on the layout required

ALCOHOL - Cash Bars are not permitted under the terms of the Ilchester Town Trust Licence. The hirer can purchase their own temporary licence through Somerset Council (Temporary Event Notice (TEN) licence) if they wish to offer alcohol for sale, or include it within a ticket price. 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).

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 above).

Persons under the age of 18 are not permitted to consume alcohol on the premises. Any event where alcohol is provided will incur a damage and cleaning waiver. The hirer will only occupy those areas contracted for hire and will during the period of hiring be responsible for the supervision of the premises and behaviour of all persons attending the event. This includes the proper supervision of alcohol consumption, the consideration of other persons within the premises, and the consideration of residents near the premises, particularly when leaving the event. Groups are not permitted to congregate on The Green outside of the Town Hall at the end of hire, and consideration should be given to residents' property when dispersing from the event.

ADVERTISING - Hirers of the premises are reminded that it is an offence to place fliers or 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.

TV LICENCE AND STREAMING – The Town Hall and Pavilion do not have a TV Licence and therefore it is a criminal offence for anyone using the premises to watch TV or Stream any form of TV including YouTube and Amazon Prime video on the premises using a laptop or mobile phone.

KITCHEN / UTILITY ROOM – The hirer is solely responsible for the preparation and provision of food during their event on the premises. If the hirer plans to use the 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. If preparing, serving or selling food, all relevant food health and hygiene legislation and regulations must be observed. Please ensure you arrange a suitable time with the Caretaker to be shown the location and use of kitchen equipment.

SETTING UP/TIDYING AND CLEANING – Please allow adequate time within your booking for setting up and tidying away. The room hired must be left in a clean and tidy condition, ready for the next hire. Cleaning equipment is available at the premises, please check with the Caretaker for location if unsure. If food or drink is consumed at your event, please ensure the floor is properly cleaned and there are no traces of liquid or food. Please liaise with the Caretaker prior to bringing alcohol onto the premises. If anything is broken or found not working, please report to the caretaker as soon as possible so it can be fixed.

Please keep corridor fire doors closed when in the building. Please remember to switch off all equipment, close all doors and windows, and switch off lights (if applicable) when exiting the building.

HALL EQUIPMENT – Any equipment used must be left in a clean and tidy condition with tables and chairs wiped and stored neatly away. We reserve the right to charge for any breakages, and you will be invoiced after the event. It is **NOT** the responsibility of the Caretakers to clear and clean up after your event, failure to do so will incur an additional charge.

The hirer is solely responsible for any equipment brought onto the premises. The Ilchester Town Trust will not be responsible for the safe keeping, or damage caused to personal or third-party hire equipment. There is no storage space for items to be kept at the premises. Please remember to include any electrical items on the booking form that will require power.

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. 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 who will assist you if in any doubt.

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.**

PAYMENTS – Your booking will not be deemed secure until confirmation has been received by a member of staff, and a booking form has been completed and submitted to the Clerk, and a deposit is paid. An invoice will be created on receipt of the booking form and a 50% deposit of the room hire total will be required immediately. The remainder of the hire charge is due no later than 5 days prior to event. Failure to complete full payment may result in the cancellation of the booking.

Any deposits will be refundable within 7 DAYS subject to an agreed inspection. Any damage caused to the premises that is not covered by the damage waiver fee, will be invoiced to hirer following the event.

CONTRACTORS AND THIRD-PARTY HIRE

The use of all contractors and third-party hire companies should be listed on the booking form.

We understand that customers may wish to hire in other facilities as part of their event. Any such agreement is with yourself and the hire company. It is not the responsibility of the Ilchester Town Trust to liaise with any third party and we do not take any liability for equipment used and installed on our premises.

If equipment is being hired for use in our premises, any equipment using electricity to run may incur an additional charge to cover the energy costs. All equipment brought into the premises must be PA Tested, be in good condition, and safe and fit for purpose, in keeping with the electricity at work regulations. Equipment is not to be left on the premises overnight without prior permission in writing.

No smoke machines, or gas canisters (eg. for helium balloons) are allowed on the premises.

HIRE OF BOUNCY CASTLES AND OTHER INFLATABLES - If you enter into an agreement for the hire of a bouncy castle with a third-party contractor, you will need to extend the time of your booking time by at least 30 minutes at the beginning and end of your event. Please enter the name of the company on the booking form and please inform the company that they are not permitted to enter the building prior to the start of your booking time and to show due consideration for any other classes or events taking place on the premises. The lift in the Town Hall may be used for transporting heavy/large items to the main hall. Third party contractors are not permitted to leave their equipment overnight on the premises without prior written consent.

Please be aware that the size of the hired equipment will reduce the numbers attendees permitted within the room hired. Any damage caused by external equipment will be invoiced to the hirer.

Please be aware that multiple items requiring power may overload the consumer unit in our premises, and therefore it is advisable to discuss with the caretaker in the first instance.

DIDI CARS Are no longer permitted at the hall, due to damage to the hall floor.

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.

Any catering firms bringing food into our premises will be required to provide a risk assessment and a food hygiene certificate. An additional charge may be applicable for outside caterers wishing to use our kitchen facilities, and for those using food heating equipment throughout an event.

DISCOS, DJ'S AND LIGHTING

If you are booking a disco for your event, please include details of the company and any equipment being brought onto the premises. All electrical equipment will need to have been PA Tested, and voltage information of electrical equipment will be required to prevent power overload. Please remember to cater for the set-up time and removal within your booking. Please be aware that the size of any equipment installed will affect the number of users permitted in the room. Please do not leave equipment in the premises overnight without prior approval in writing.

We ask that you consider our neighbours when organizing your party. Please be aware that any disco's/live music must stop at 12 midnight on a Saturday evening. Please keep music to an acceptable level, so local residents are not disturbed. Please do not permit guests to gather on the Green during or after the event. Please ensure guests leaving the event do not disturb residents as they disperse through the village, and please respect the property of other residents.

Staff responsible monitoring events will ask persons not respecting our property and local residents to leave. Staff responsible for locking the buildings will expect the venue to be left clean and tidy, and all guests to have vacated on time.

EXTERNAL BAR HIRE

Any company providing a bar service on the premises, must be licensed to sell alcohol. Please include details of the service provider along with confirmation of whether an outside bar will be set up within the premises, or whether in-house facilities will be used. Please remember to cater for the set-up time and removal within your booking.

IN ADDITION –

The minimum age for the hirer is **21 years old**.

The Ilchester Town Trust always reserves the right over lettings and right of entry to the premises. The Ilchester Town Trust will not be responsible for any items lost or damaged on the premises.

These Conditions of hire are subject to change at the Trustees' discretion. We welcome feedback, please email the Clerk (ittclerk@gmail.com) with your comments.

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
- ❑ Activate the 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 IS RESPONSIBLE FOR ATTENDEES AND THE SAFE EVACUATION OF THE BUILDING!!

MAIN KEY HOLDERS AND POINT OF CONTACT:

Clerk to the Trustees:	Maxine Read	Tel: 07562 988837
Town Hall:	Julie Stapleton	Tel: 07366 410302 / 01935 841247
Pavilion & Sportsfield:	Kat Lawson	Tel: 07366 410322