



# Hunstanton Town Council

The Green, Hunstanton, PE36 6BQ Tel. 01485 532402

## Booking Application 2024/25

- Your booking is only PROVISIONAL on receipt of this booking form for a period of 7 days.
- To secure a booking a 50% **non-refundable deposit** is required.
- If no payment is received within **7** days your booking will be **cancelled** automatically.
- A damage deposit is also required if your event is either an;
  - Birthday Party 16<sup>th</sup>/18<sup>th</sup>/21<sup>st</sup> £350.00 cash deposit required.  
**Please note, no bookings will be taken for 16<sup>th</sup>/18<sup>th</sup>/21<sup>st</sup> Birthday Parties for the Town Hall.**
  - Birthday Party Town Hall £350 cash deposit required.
  - Wedding Parties £350.00 cash deposit required.
  - Event / Music Nights £350.00 cash deposit required.
  - Event days and meetings a cash deposit of £100.00 is required.
- The damage deposit must be received **in cash** before your event, once your event has taken place and we have received a report from our Property Officer regarding the venue your damage deposit will be returned.
- If any damage is caused your deposit will be taken as full or part payment.
- **Any un-necessary activation of the fire alarm system will result in a £100.00 fee being claimed from the event organiser.**
- HTC bans the release of balloons and Sky Lanterns on all premises.
- Bouncy Castles - Hunstanton Town Council **DO NOT** take any responsibility for bouncy castles. Risk assessment and a copy of your public liability insurance certificate will need to be supplied to the office prior to your event.
- Car parking at the Town Hall site is limited to **ONE SPACE ONLY**.
- All rubbish must be removed from site and the premises are to be left as you find it, all lights and heating to be turned off. Hirers are to ensure all external and internal fire doors are closed, main entrance doors are locked, and the alarm is set.
- Preferred method of payment is by Bank transfer. Cheques or cash also accepted.
- If you are organising a public event we will require a copy of your **public liability insurance certificate, inspection certificates (for large equipment such as bouncy castles), safeguarding, risk assessments and Alcohol licence (if required).**
- If any food is to be prepared & cooked on site, we will need all **food hygiene certificates** in advance.
- Keys will be issued to regular hirers at the Councils discretion. The key is provided to the hirer named on the booking form solely for their use. The key should not be copied, it must be kept securely and is not to be used to access the building at any other time. Lost keys will be charged at £150.
- All hirers wishing to undertake licensable activities (playing music, production copyright or supplying alcohol) are required to apply for applicable licences in advance.

### **Hunstanton Town Council maintains a strict Plastics Free Policy**

#### **Water**

No water is to be sold or supplied in single-use plastic bottles. All our venues are now fitted with refill water stations, please encourage clients/customers to bring refillable bottles and make effective use of them.

#### **Straws**

Hirers are not to sell, supply or hand out single-use plastic straws on any council premises. Those with medical needs or disabilities and who may rely on plastic straws are exempt.

#### **Coffee Cups**

Hirers are not to sell, supply or hand out single-use plastic/polystyrene coffee cups on any council premises. Hirers are asked to encourage customers/clients to bring their own personal refillable coffee containers.

#### **Plastic plates and cutlery/stirrers**

Hirers are not to sell, supply or hand out single-use plastic/polystyrene plates or cutlery/stirrers at any council premises.

#### **Bags**

Hirers are not to sell or supply single-use plastic bags; this includes biodegradable bags. Hirers who are sub-letting the venue i.e., for Craft Fairs/Gift Fairs are to advise sub-hirers accordingly.

### **Glitter**

The use of glitter for any reason is strictly banned (including the use for performer's make-up).

### **Balloons**

The use, sale or supply of balloons are not permitted at any council premises for any reason whatsoever, including children's parties. The release of balloons and lanterns are banned on all HTC and KLBC land.

### **Fire, Health & Safety Compliance**

The hirer is responsible for all health and safety aspects of the use of the premises during the period of hire.

#### **The hirer is responsible for:**

- Ensuring all fire and safety measures are adhered to, these should be incorporated into your risk assessment.
- Appointing a "responsible person" to take charge in the event of a fire.
- Ensuring clear and unobstructed access is maintained to all emergency exits.
- Ensuring fire doors are not propped open or left open at any time.
- Contacting the fire brigade in the event of a fire.
- Reporting incidents to the Clerk at your earliest convenience.
- Having in place a separate evacuation plan for any individual who may need help evacuating the building.
- Ensuring all electrical equipment has been PAT tested in the last 12 months.
- Ensuring no Helium balloons, naked flames or smoke machines are used at any venue.
- Adequate First aid provision.
- Town Hall Only – Children to be accompanied by an adult at all times when using the lift.

#### **The hirer must familiarise themselves and visitors with:**

- The fire evacuation process.
- Location of the fire extinguishers.
- Location of emergency exits.
- Location of assembly points.
- Location of first aid boxes.

**Please note that our Property Officer WILL NOT position chairs, tables, or any other display items where they will be blocking any fire exit, you as the hirer are asked not to move tables, chairs and display items once positioned by the Property Officer. SPOT CHECKS WILL BE CARRIED OUT BY COUNCILLORS AND COUNCIL EMPLOYEES TO ENSURE ALL FIRE EXITS ARE CLEAR.**

**HUNSTANTON TOWN COUNCIL takes all reasonable precautions to ensure the safe condition of its venues and contents which it owns but accepts no liability for injuries or accidents caused by individuals accessing the building for activities of hirers.**

**HUNSTANTON TOWN COUNCIL takes no liability for any events held by hirers in our venues.**

On signing the booking form, you are confirming that the terms and conditions of hire and the fire, health and safety regulations are understood by the hirer.

#### **Please Note:**

- 1. *Hunstanton Town Council does not give permission and actively discourages hall hirers to publicise their event by flyposting around the town.***
- 2. *Strictly no banners to be put up at HTC venues unless prior permission has been given. Where permission is given banners must meet the terms on HTC's Banners Policy.***

<b>Town Hall</b>			
<b>Private Hire</b>	Mon-Fri £35 per hour Minimum 2 hours	Sat or Sun Day Rate £275 8am-5pm	Fri or Sat Evening Rate from £385 dependant on event 6pm - 11.45pm
<b>Commercial</b>	Mon-Fri £40 per hour Minimum 2 hours	Please call for evening & weekend rates Prices depend on event and hall hire times/requirements	
<b>Community Hub</b>			
<b>Private Hire</b>	Mon-Fri £15 per hour Minimum 2 hours	Children's Birthday Party £50 for 4 hours	
<b>Commercial</b>	Mon-Fri £25 per hour Minimum 2 hours	School Rate £50 10am-3pm	Pop Up's From £70 9am-4pm or 6pm - 11pm
<b>Community Centre</b>			
<b>Private Hire</b>	Mon-Fri £20 per hour Minimum 2 hours	Sat or Sun Day Rate £220 8am-5pm	Fri or Sat Evening Rate £275 6pm - 11.45pm
<b>** Special Offer for limited time - Children's Birthday Party Saturdays or Sundays 1pm-5pm only £70 **</b>			
<b>Office</b>	Mon – Sun £60 per day		
<b>Commercial</b>	Mon-Fri £30 per hour Minimum 2 hours	Please call for evening and weekend rates Prices depend on event and hall hire times/requirements	

**Hall Required:**.....

**Date Required:**.....

**Hire Time: Start**..... **Finish**.....

**Number of People:** .....

**Private Or Public Event:**.....

**Purpose of your function:** .....

**Do you intend to sell Alcohol? Yes / No**

**IF YES** you will need to apply for an events licence from the Borough Council and we will need a copy of this before the hire date.

**NB:**

- I. Hirer to allow time for;
  - setting up and packing away tables & chairs
  - clearing up and removing all rubbish from all HTC premises
- II. Entrance to the building will be 15 minutes prior to booking time.
- III. Tables and chairs will be left at the sides of the hall for hirers.
- IV. If you wish the hall to be laid out by our Property Officer as per your floor plan, this will incur an additional charge of £15 for small groups (up to 50 chairs & 6 tables), £20 for medium groups (50 – 100 chairs & 10 tables) & from £30 for large groups (100 + chairs & 10 + tables).

Name of Organisation/ Event Organiser: .....

Details of the person who will be known as **the EVENT ORGANISER** and therefore will be responsible for the event. Please ensure that you have read pages 1 and 2 before filling in the below.

Name: .....

Address: .....

Contact telephone number: ..... Email address: .....

**PLEASE NOTE THIS SECTION OF THE FORM MUST BE SIGNED TO SECURE YOUR BOOKING**

**I (Event Organisers name):**

.....

**Have read and understood the**

- Terms and conditions
- Plastic Free Policy
- Fire, Health & Safety Procedure

**For the above booking**

**Signed:** ..... **Date:** .....

**\*\*PLEASE NOTE: HUNSTANTON TOWN COUNCIL RESERVES THE RIGHT TO CANCEL ANY EVENT OR TO RELOCATE A HIRER TO ANOTHER VENUE FOR ANY REASON IF NECESSARY. \*\***

DATA Protection – all details will be stored for up to six months after completion of booking, your information will not be shared with any other parties.

**OFFICE RECORD DETAILS**

OFFICIAL USE ONLY

Date Form Received ..... Date Deposit Received ..... Invoice No: .....

Cost of Hire: ..... Date Full Payment Received.....

Signed (on behalf of HTC) .....Position .....