



APPLICATION TO HIRE THE COUNCIL CHAMBER, THE GUILDHALL

Name and address of hirer

.....

Postcode Tel No. Mobile.....

Email address

Organisation

Date(s)

Purpose required for:-

Numbers attending.....

Times:- Entry Departure
See paragraph 14 overleaf

Projector required: Yes/No

Screen required: Yes/No

Additional requirements, if available*

***Please note that the Town Council is unable to provide catering or refreshment facilities.**

TO BE COMPLETED ONLY IF PORTABLE ELECTRICAL EQUIPMENT IS TO BE USED

The Town Council has a responsibility under the Health & Safety at Work Act to establish that any equipment brought onto Town Council property is safe for use. It is essential that electrical equipment is tested periodically by an approved registered electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe. Contractors should be members of National Inspection Council for Electrical Installation Contracting or the Electrical Contractors Association. Details of test procedures are set out in Guidance Note 23 available from the Health and Safety Executive.

On behalf of

I certify that the electrical equipment to be used on Council premises has been tested recently by a registered contractor and has been passed as safe for use.

I have read and accepted the conditions of booking overleaf.

Date

Signed

TO BE COMPLETED BY ALL USERS

Included with application: Cheques made payable to 'Ludlow Town Council' or BACS

Payment:

Room hire Cheque/BACS ☐

£20.00 deposit ☐ (separate payment, refundable)

I declare that I have studied the conditions laid down on the reverse of this form and guarantee that they will be observed. I undertake to pay on demand the charges and the cost of making good any damage, which may have been done, to the Town Council buildings or furniture, or other property of the Council, during or in consequence of the proposed occupation.

Date

Signed

Invoice No:

Office Use:

CONDITIONS OF BOOKING THE COUNCIL CHAMBER, THE GUILDHALL

1. All sums due shall be paid in advance to Ludlow Town Council.
2. The Town Council does not permit the serving of alcoholic drinks on Council premises.
3. Smoking is not permitted on Council premises.
4. No gambling shall be allowed on the premises.
5. The meeting or function shall close not later than 5.00 p.m.
6. Council premises shall be left in a clean and tidy order for re-opening the following day in office hours.
7. The lessees shall be held responsible for making good any damage done to the Council premises, furniture, equipment or material.
8. The lessees shall be held responsible for any claims for personal injury.
9. All portable electrical equipment must be covered by a current PAT test.
10. Only the rooms which are booked and invoiced to the lessee may be used.
11. In the event of the cancellation of a booking, with more than 24 hours notice full payment will be refunded.
12. When Town Council premises are let on a regular basis, any abuse of privilege on the part of the lessee(s) will lead to immediate cancellation of the booking.
13. Sub-letting is not permitted.
14. The booking form must show the actual period of letting, to include time for preparation and for clearing up afterwards. It is essential that the times of entry and departure be strictly observed.
15. Where extra cleaning or moving of furniture is necessary with a letting, an extra charge will be payable by the lessee(s).
16. The Town Clerk requires access through the Chamber to the adjoining office at all times.

HIRE CHARGES

Room Hire -	Hourly - £15.00
	Half a day - £60.00 (5 hours)
	Full Day - £100.00

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018.

Your information will be lawfully processed by the Council within the terms of our privacy policy.

To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.