



Henley-on-Thames  
Town Council

Henley-on-Thames Town Council  
Town Hall, Market Place  
Henley on Thames  
RG9 2AQ  
T: 01491 576982  
E: enquiries@henleytowncouncil.gov.uk

## ROOM BOOKING FORM

### Hirer details



<b>Organisation name (if applicable):</b>	
<b>Contact name:</b>	
<b>Contact telephone:</b>	
<b>Contact email address:</b>	
<b>Address and postcode:</b>	
<b>Name and number of person responsible for event on the day:</b>	

### Room hire details:

<b>Which area are you hiring (tick all that apply):</b>			
Town Hall – Elizabeth II Hall	<input type="checkbox"/>	Old Fire Station Gallery	<input type="checkbox"/>
Town Hall – Committee Room	<input type="checkbox"/>	Kings Arms Barn	<input type="checkbox"/>
Town Hall – Council Chamber	<input type="checkbox"/>		

<b>Date of hire:</b>				
<b>Duration of hire (including set up):</b>	From:		To:	
<b>Duration of event / meeting:</b>	From:		To:	
<b>Expected no. of people:</b>				
<b>Type of event (tick):</b>	Commercial	<input type="checkbox"/>	Not for profit	<input type="checkbox"/>
	Charitable	<input type="checkbox"/>	Private function	<input type="checkbox"/>

**Equipment hire details:**

<b>Are you using any of our equipment (not applicable for Old Fire Station Gallery):</b>					
<b>Item</b>	<b>Yes / No</b>	<b>Number</b>	<b>Item</b>	<b>Yes / No</b>	<b>Number</b>
Kitchen			Cutlery and crockery sets		
Cups and saucers			Tables (up to 25)  (Town Hall only)		
AV			Tables (up to 15)  (Town Hall only)		
Microphone			Chairs (up to 200 subject to room size)		

**Further details:**

<b>What is the hire for?</b>
<b>Are you having caterers? If so, include name and contact details</b>
<b>Are you having entertainment? If so, include name and contact details</b>
<b>Do you need security? If so, include name and contact details</b>
<b>Do you need AV equipment, or will you be bringing your own? Please give details</b>
<b>Do you intend for alcohol to be sold during the hire? If so, please give details</b>
<b>Do you intend to put up any decorations or other fixings? If so, please give details</b>

**I confirm I have read and agree to the terms and conditions of hire:**

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**Name:**

**Signature:**

**Date:**

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**Bank details for payments:**

Account name: Henley-on-Thames Town Council  
Account number: 00427886  
Sort code: 30-94-13  
Quote reference: *Surname or organisation / booking date*

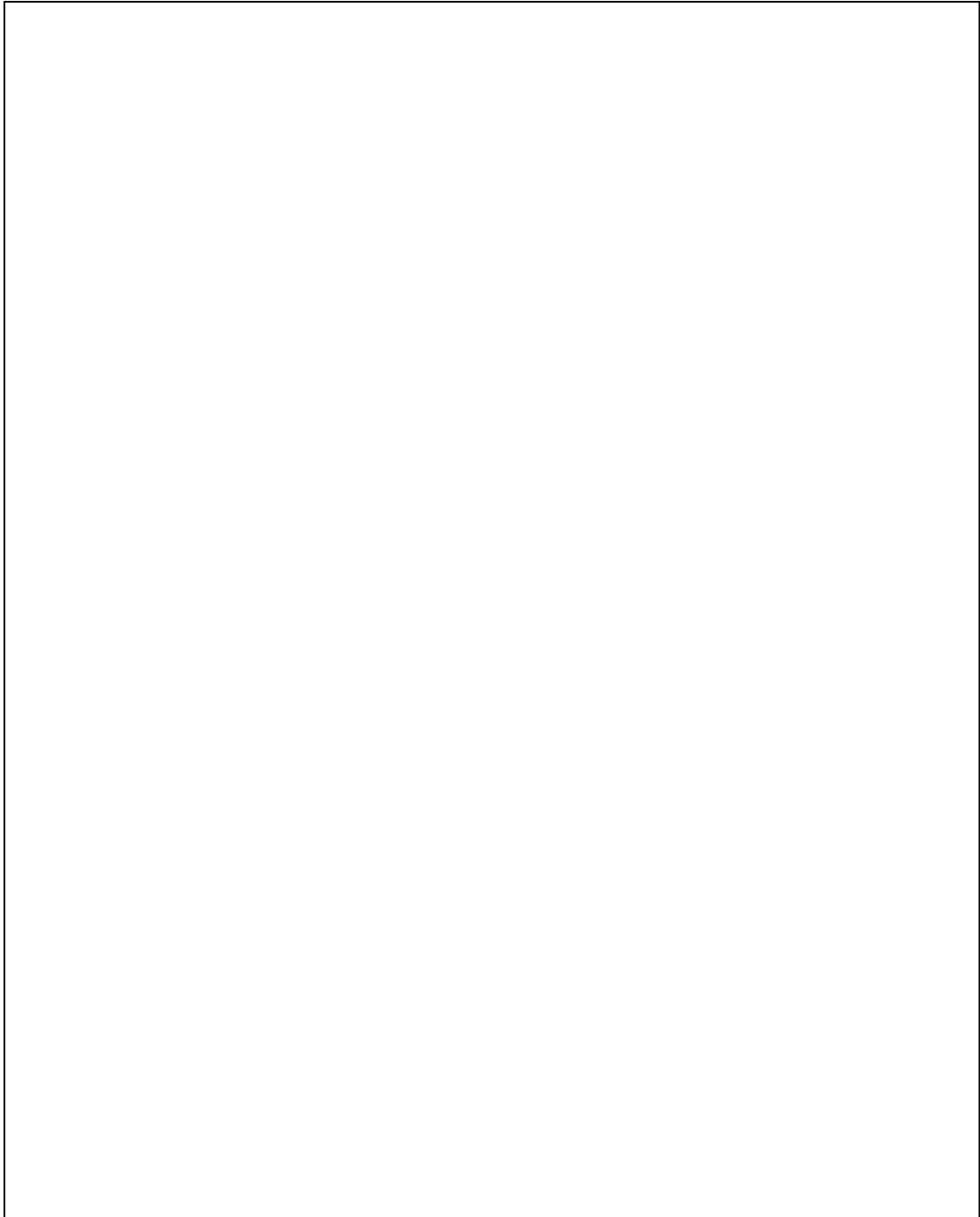
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**FOR OFFICE USE ONLY:**

Booking form received on:	
Received by:	
Receipt No:	
Total fee amount:	£
Total fee pay method (cash / cheque / BACS / card):	
Date fee received:	
Holding deposit amount:	£
Holding deposit payment method (cash / cheque):	
Date holding deposit received:	
Confirmation email sent to hirer?	
Confirmation email sent by:	
Date confirmation email sent:	
Risk assessment provided (yes / no):	
Proof of public liability insurance provided (yes / no):	
Confirmed numbers of attendees:	
Date of confirmation:	
Site visit undertaken (yes / no):	
Date site visit carried out on:	
Site visit carried out by:	
Name of hirer who attended:	
Contact phone number:	

## ROOM LAYOUT

Please provide a sketch or description of any room set-up required:

A large, empty rectangular box with a thin black border, intended for a sketch or description of a room set-up. The box is currently blank.

**SCHEDULE OF CHARGES (ALL PRICES INCLUSIVE OF VAT)**

**BOOKINGS UNTIL 31<sup>st</sup> MARCH 2020**

**Room hire per hour:**

<b>Town Hall – Elizabeth II Hall</b>	<b>9am to 5pm</b>	<b>5pm to 11pm</b>	<b>11pm to 1am</b>
Mon to Thurs – commercial	£43	£48	n/a
Mon to Thurs – other	£17	£23	n/a
Fri to Sun / bank holidays – commercial	£48	£58	£160
Fri to Sun / bank holidays – other	£30	£43	£105
<b>Town Hall – Council Chamber</b>			
<b>9am to 5pm</b>	<b>5pm to 11pm</b>	<b>11pm to 1am</b>	
Mon to Thurs – commercial	£43	£48	n/a
Mon to Thurs – other	£17	£23	n/a
Fri to Sun / bank holidays – commercial	£48	£58	£160
Fri to Sun / bank holidays – other	£30	£43	£105
<b>Town Hall – Committee Room</b>			
<b>9am to 5pm</b>	<b>5pm to 11pm</b>	<b>11pm to 1am</b>	
Mon to Thurs – commercial	£22	£32	n/a
Mon to Thurs – other	£13	£21	n/a
Fri to Sun / bank holidays – commercial	£34	£44	£70
Fri to Sun / bank holidays – other	£21	£34	£53
<b>Kings Arms Barn – Margaret Day Room</b>			
<b>Anytime</b>			
Mon to Thurs – commercial	£35		
Mon to Thurs – other	£15		
Fri to Sun / bank holidays – commercial	£42		
Fri to Sun / bank holidays – other	£21		

**Weddings**

Town Hall – Elizabeth II Hall	£900 per 2 hours	£450 non-refundable deposit
Town Hall – Council Chamber	£550 per 2 hours	£275 non-refundable deposit

**Old Fire Station Gallery**

Local organisations / residents (on Henley Electoral Register)	£265 per week
Hirers based outside of Henley	£300 per week

**Other items:**

<b>Item</b>	<b>Cost</b>
Kitchen	£50
Cups, saucers and teaspoons (per set of 50)	£25
Cutlery sets (per set)	£4
Washing / rewashing of cutlery or crockery	£50

**SCHEDULE OF CHARGES (ALL PRICES INCLUSIVE OF VAT)**

**BOOKINGS FROM 1<sup>st</sup> APRIL 2020**

**Room hire per hour:**

<b>Town Hall – Elizabeth II Hall</b>	<b>9am to 5pm</b>	<b>5pm to 11pm</b>	<b>11pm to 1am</b>
Mon to Thurs – commercial	£45	£50	n/a
Mon to Thurs – other	£20	£25	n/a
Fri to Sun / bank holidays – commercial	£50	£60	£165
Fri to Sun / bank holidays – other	£30	£45	£110
<b>Town Hall – Council Chamber</b>			
<b>Town Hall – Council Chamber</b>	<b>9am to 5pm</b>	<b>5pm to 11pm</b>	<b>11pm to 1am</b>
Mon to Thurs – commercial	£43	£48	n/a
Mon to Thurs – other	£17	£23	n/a
Fri to Sun / bank holidays – commercial	£48	£58	£160
Fri to Sun / bank holidays – other	£30	£43	£105
<b>Town Hall – Committee Room</b>			
<b>Town Hall – Committee Room</b>	<b>9am to 5pm</b>	<b>5pm to 11pm</b>	<b>11pm to 1am</b>
Mon to Thurs – commercial	£22	£32	n/a
Mon to Thurs – other	£13	£21	n/a
Fri to Sun / bank holidays – commercial	£34	£44	£70
Fri to Sun / bank holidays – other	£21	£34	£53
<b>Kings Arms Barn – Margaret Day Room</b>			
<b>Kings Arms Barn – Margaret Day Room</b>	<b>Anytime</b>		
Mon to Thurs – commercial	£35		
Mon to Thurs – other	£15		
Fri to Sun / bank holidays – commercial	£42		
Fri to Sun / bank holidays – other	£21		

**Weddings**

Town Hall – Elizabeth II Hall	£900 per 2 hours	£450 non-refundable holding deposit
Town Hall – Council Chamber	£550 per 2 hours	£275 non-refundable holding deposit

**Old Fire Station Gallery**

Local organisations / residents (on Henley Electoral Register)	£275 per week
Hirers based outside of Henley	£325 per week

**Other items:**

<b>Item</b>	<b>Cost</b>
Kitchen	£50
Cups, saucers and teaspoons (per set of 50)	£25
Cutlery sets (per set)	£4
Washing / rewashing of cutlery or crockery	£50

**TERMS AND CONDITIONS OF ROOM HIRE  
(EFFECTIVE OCTOBER 2019)**

**HIRING AND CANCELLATIONS**

1. A minimum of 48 hours' notice is required for all bookings.
2. All hires are payable in advance at the time of booking. All paperwork and payment must be received at least four weeks prior to your event taking place, or the Council reserve the right to cancel the booking.
3. Provisional bookings shall not be held for more than two weeks, and, in any event, the Council shall not be liable should the space be booked before any provisional booking is confirmed.
4. In the event of any circumstances beyond the Council's control, the Council reserves the right to cancel the booking, in which case a full refund will be given. The Council will endeavour to make alternative arrangements for the hirer, but the Council do not hold themselves responsible for any losses incurred by a hirer as a result.
5. In the event of a cancellation, hire fees will only be refunded if the venue is re-let for the whole period, or if the booking is cancelled more than 8 weeks in advance of the hire date, in which case 50% of the hire fee will be refunded.
6. The hirer must ensure that the length of the hire is sufficient for both set-up before, and clearing the room after the event, to avoid interference with the use of the building by subsequent hirers. A fee will be charged for any overrun.
7. In making the booking, the hirer consents to the Council retaining their personal information in accordance with the Council's Privacy Policy, for the sole purposes of administering the booking. Hirer details will not be shared with any third parties without the consent of the hirer, and the details will not be used for any marketing purposes. For more details on the Council's Privacy Policy visit our website: [www.henleytowncouncil.gov.uk](http://www.henleytowncouncil.gov.uk).

**HEALTH AND SAFETY**

8. The hirer of an event must have a site visit with a member of HTC staff and provide details, including mobile phone number, for a contact who will be present and responsible for the hire on the day.
9. The hirer must provide details in advance of any special access requirements. The hirer is responsible for ensuring there is a personal emergency evacuation plan (PEEP) in place for any attendees requiring one, and that the room hire is suitable for their needs.
10. Candles or any other flame are strictly prohibited, with the exception of standard birthday cake candles. Smoking is strictly prohibited.

11. Any hire for commercial gain, (e.g. dance classes, keep fit, exhibitions where the exhibits are offered for sale), must have public liability insurance commensurate with the risk, and a minimum of £5m, and must have completed a risk assessment. The hirer must provide the Council with a current public liability insurance certificate at least 14 days prior to any hire. *N.B. Non-commercial hires (e.g. wedding ceremony, birthday party, or meeting) will be covered by Council's hirers indemnity insurance.*
12. Any electrical equipment brought onto Council property must be PAT tested and a valid certificate provided.
13. All Council electric sockets are 13 amp. Hirers must not overload any sockets, and will be held responsible for any losses incurred as result.
14. Hirers must, before commencement of any function:
  - (a) familiarise themselves with the position of, fire exits, fire extinguishers, call points and break glass units,
  - (b) read the instructions concerning the evacuation of the building in the event of a fire
  - (c) ensure that during the whole time that members of the public are present, at least two competent adult attendants are nominated and instructed as to their duties in the event of fire or panic during the hire period.
15. The hirer shall ensure that the maximum number of persons attending does not exceed the following:
  - Elizabeth II Hall – 200 theatre seated / 170 catered standing / 130 catered seated
  - Council Chamber – 60
  - Committee Room – 18 seated / 20 standing
  - Town Hall (whole) – 210
  - King's Arms Barn – 40 theatre / 75 catered standing
  - Old Fire Station Gallery – 50 catered standing
16. The hirer must not obstruct fire doors at any time.
17. The hirer is responsible for the conduct and safety of all caterers, entertainers, or other contractors arranged by the hirer. The hirer must ensure that any risk assessment includes, where applicable, the use of the kitchen facilities.
18. It is the hirers responsibility to ensure they are aware of all practical and health and safety requirements as detailed above. If they wish, with reasonable notice, hirers can arrange a site visit with the Council.
19. Hirer must ensure that the floor is protected with rubber matting if a bar is being used.
20. The hirer must not adjust any heating or electrics, but should inform the Council of any issues.



## CONDUCT

21. The Council reserve the right to cancel any booking that has been advertised through unauthorised flyposting, or has otherwise contravened any law or bye-law.
22. All buildings are listed. Therefore, there shall be no nail, pin, hook, screw or other thing driven into the walls, ceiling, floor or other parts of the building, furniture, or fittings, and no flag, decorations, additional lights, or electrical equipment of any kind shall be used in any part of the building without express written permission. The use of sellotape and blue tack is prohibited.
23. The hirer shall be responsible for orderly conduct of the function, any guests and for any damage to the hall or rooms or any fixture or fittings, furniture or equipment whatsoever. The hirer is to ensure that all guests carry out the instructions of Town Council staff. The Council reserves the right to stop any event where there is an immediate safety concern to either people or property.
24. Organisers of functions or hirers of our properties are responsible for the clearing of all rubbish from the building. Any rubbish remaining in the building at the end of the hire period will result in the hirer being charged for the removal.
25. Nothing should be left in the building without prior permission.
26. Hirers shall be held liable for any sums for which the Council may be liable resulting from any infringement of copyright by the hirer.
27. The Council reserve the right for their officers to enter any part of the premises at any time.
28. If at any time during the function, drugs are found to be in use – the function will cease immediately and the hirer will be excluded from any future hire of Town Council facilities.
29. The hirer is responsible for the washing-up of any cutlery and crockery used, and shall be liable for a fee detailed in the schedule of charges for any substantial washing or re-washing needed.
30. Hirers are required to abide by all conditions pertaining to the building's premises licence.
31. Guests must enter and leave all buildings quietly. With the exception of New Year's Eve, all music must finish before midnight and there should be no noise audible outside after 11pm. All music and entertainment must cease no less than 30 minutes before the end of the hire period.
32. Hirers are responsible for clearing away all tables and chairs at the end of the hire. Failure to do so may result in an additional fee.

33. If requested and the event requires security (birthday party/licenced bar, etc), the hirer will be responsible for providing their own SIA-registered doorperson(s).
34. The hirer must not allow admittance or re-admittance past 10:30pm to any event open to the public.
35. The Council reserves the right to refuse entry to any individual.
36. The hirer must comply with all instructions given by the Council or its staff.
37. Where the hirer intends that the function will include the supply of alcohol, the hirer shall be responsible for providing a Personal Licence Holder to be responsible for the supply. A copy of the Personal Licence must be provided 4 weeks prior to the event.
38. The hirer is responsible for ensuring they attend any necessary meetings with Town Council representatives to discuss the details of the booking.

#### **OLD FIRE STATION GALLERY – SPECIFIC CONDITIONS**

39. The following conditions apply to the hire of the Old Fire Station Gallery only.
40. The hire period starts at 2pm on the Wednesday of the booking and ends at 10pm on the Tuesday of the booking.
41. Keys are available for collection from the Town Hall during its opening hours. The loss of any keys will result in a charge of £10.
42. The Exhibition Centre is an old building and has very heavy doors. We would advise a minimum of two people are available to open and close them. The outside door must be locked every night.
43. Light refreshments are permitted, but sale of alcohol is prohibited without a temporary events notice (TEN) from South Oxfordshire District Council to be provided at least 3 weeks prior to the event. Further information is available from the Council.
44. Parking restrictions are in operation on Upper Market Place. Loading / unloading is permissible only on the paving directly in front of the doors and should be removed immediately after loading or unloading.
45. The Old Fire Station Gallery's principal use is for exhibitions open to the public. Entrance must be free, with the exhibition being sustained for the whole period of booking. Work sold should be collected by the purchaser on the last day of the exhibition or replaced with another exhibit. Potential hirers may be asked to submit photographic examples of their exhibits.
46. Exhibits may be displayed using the hanging tracks provided. No other fixtures or fittings may be used unless authorised by the Council. The hirer must not remove from the Gallery any of the equipment provided. This includes the hanging tracks, furniture,

plinths, tables, portable screens and the desk. It is expected that the hirer uses their initiative when hanging pictures, ensuring that they are not too heavy for the hanging system.

47. The hirer must provide an attendant in the Exhibition Centre at all times whilst the facility is open to the public.
48. Hire includes the use of the main gallery, kitchen, and WC.
49. Please be aware that no Wifi is provided.

#### **KING'S ARMS BARN – SPECIFIC CONDITIONS**

50. The following conditions apply to the hire of the King's Arms Barn only.
  51. Light refreshments are permitted, but sale of alcohol is prohibited without a temporary events notice (TEN) from South Oxfordshire District Council to be provided at least 3 weeks prior to the event. Further information is available from the Council.
  52. The historic nature of the building necessarily presents limitations on its use and the hirer notes that there is no disabled access as the venue is on the first floor, and particular care must be taken with low wooden beams /uneven floors /original nails and wooden structures.
  53. Access will be via the Kings Road (Waitrose) car park entrance at all times.
  54. Please be aware that no Wifi is provided.
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