

### MARKET PLACE BOOKING FORM

<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>	

<b>Date of hire:</b>				
<b>Which part(s) do you want to hire – see attached plan (tick):</b>	Part A:		Part C:	
	Part B:		Other:	
<b>Duration of hire:</b>	From:		To:	
<b>Duration of event:</b>	From:		To:	
<b>Expected no. of people:</b>				
<b>Type of event (tick):</b>	Commercial		Not for profit	
	Charitable		Private function	

<b>What is the hire for?</b>

**Are you having caterers? If so, include name and contact details**

**Are you having entertainment? If so, include name and contact details**

**What equipment do you intend to bring onto the Market Place?**

**Do you intend for alcohol to be sold during the hire? If so, please give details**

**Do you need electricity? There are two electric points**

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

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

**SCHEDULE OF CHARGES  
OCTOBER 2019**

(All prices inclusive of VAT)

<b>Hirer</b>	<b>Per 24 hours or part thereof</b>	<b>Security deposit</b>
Henley-based schools, charities, and not-for-profit	n/a	£100
Other Henley-based organizations – one section	£300	£500
Other Henley-based organizations – two sections	£400	£500
Other user / three sections	£500	£500
<b>All users</b> – Use of whole Market Place (more than sections A, B, and C)	£1,500	£500

**Bank details for payments:**

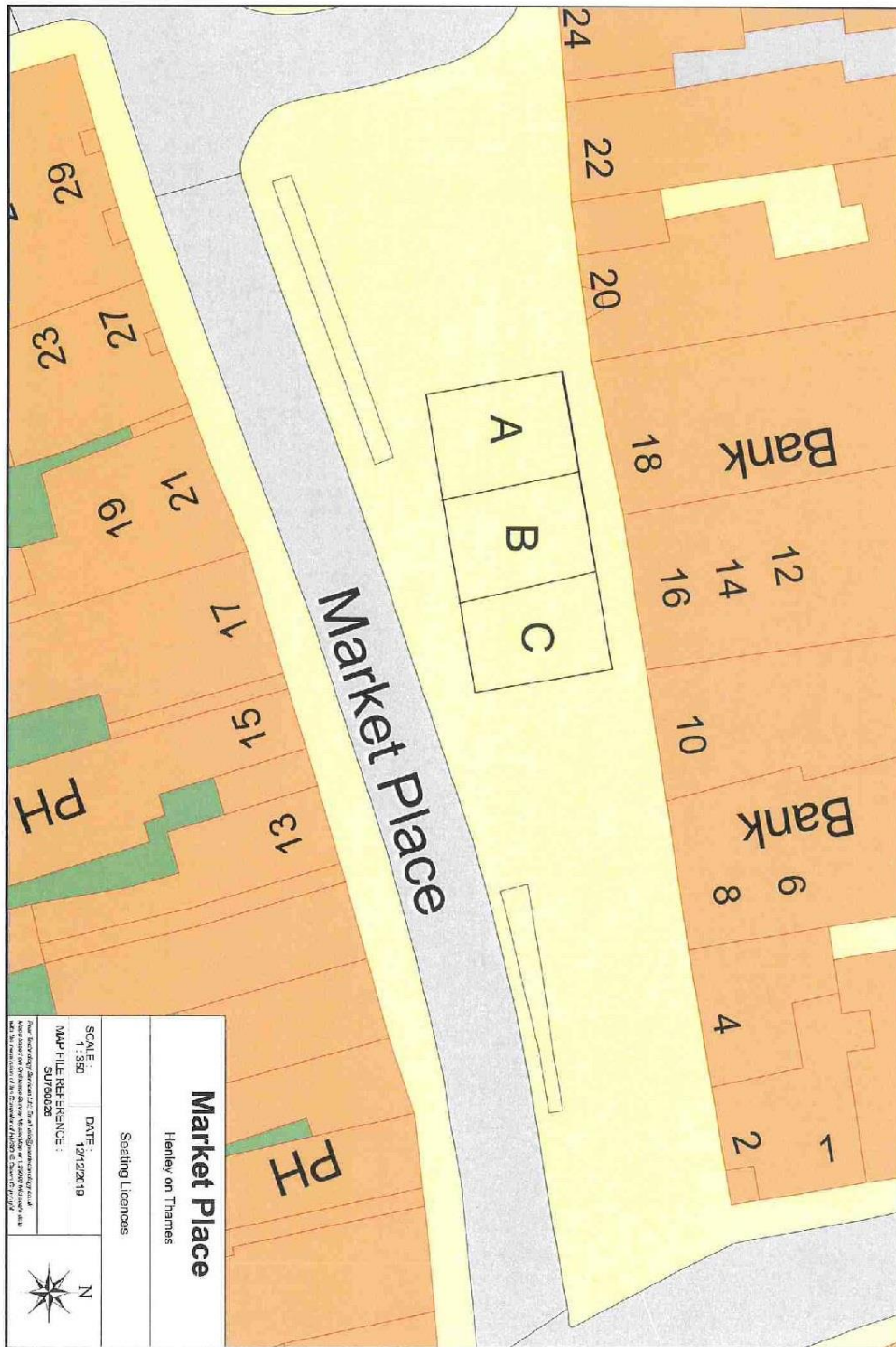
Account name: Henley-on-Thames Town Council  
 Account number: 00247886  
 Sort code: 30-94-13  
 Quote reference: *Surname or organization / booking date*

**FOR OFFICE USE ONLY:**

Booking form received on:	
Received by:	
Receipt No:	
Total fee amount:	
Total fee pay method (delete):	
Date fee received:	
Total security deposit amount:	
Deposit payment method:	
Date deposit received:	
Confirmation email sent to hirer?	
Confirmation email sent by:	
Date confirmation email sent:	
Risk assessment provided:	
Proof of public liability insurance provided:	
Copy of TEN received:	
Site visit undertaken:	
Date site visit carried out on:	
Site visit carried out by:	
Name of hirer who attended:	
Contact phone number:	

# MARKET PLACE LAYOUT

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



**TERMS AND CONDITIONS OF 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. All paperwork, security deposit and payment must be received at least four weeks prior to your event taking place, or the Council reserves the right to cancel the booking.
3. A payment of 50% of the total hire charge is required to confirm a booking. 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.
8. The hire must not extend beyond the boundaries agreed at the time of booking. In particular, pedestrians must not be hindered at any time from using the footway to the east of the Market Place running north / south between the shop fronts and the benches.

**HEALTH AND SAFETY**

9. The hirer must provide details, including mobile phone number, for a contact who will be present and responsible for the hire on the day.
10. The hirer must provide details in advance of any special access requirements.
11. Open flames are strictly prohibited without prior consent.

12. Any hire for commercial gain 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 will be covered by Council's hirers indemnity insurance.*
13. Any electrical equipment brought onto Council property must be PAT tested and a valid certificate provided.
14. The Market Place has 7 x 13 amp single plug sockets available in two cabinets (four at the top of the square, and three at the bottom). Hirers must not overload any sockets, and will be held responsible for any losses incurred as a result.
15. The plug sockets are secured with a combination lock. The hirer is responsible for obtaining the code to the lock from the Council in the week prior to the hire, and ensuring it is locked after use.
16. All trailing cables must be covered with rubber safety matting or run overhead at a height of at least 7ft.
17. The hirer is responsible for the conduct and safety of all caterers, entertainers, or other contractors arranged by the hirer.
18. It is the hirer's 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. The hirer must not adjust any electrics, but should inform the Council of any issues.

## **CONDUCT**

20. 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.
21. The hirer shall be responsible for orderly conduct of the function, any guests and for any damage to paving, street furniture or Council equipment. 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.
22. Organisers of functions or hirers of our properties are responsible for the clearing of all refuse from the site. Any rubbish remaining on the site at the end of the hire period will result in the hirer being charged for the removal.
23. Nothing should be left at the site without prior permission.
24. Hirers shall be held liable for any sums for which the Council may be liable resulting from any infringement of copyright by the hirer.

25. The Council reserve the right for their officers to enter any part of the area at any time.
26. 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.
27. Guests must enter and leave the area quietly. All music and entertainment must cease no less than 30 minutes before the end of the hire period.
28. If requested, the hirer will be responsible for providing their own SIA-registered security.
29. The hirer must comply with all instructions given by the Council or its staff.
30. Where any licensable activities are to take place, the hirer will be responsible for obtaining a temporary event notice.
31. 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.
32. No vehicle of 3.5 tonnes or greater may be brought onto the Market Place at any time.
33. The Market Place is paved with York Stone which is prone to damage and staining. Any vehicles or generators or catering facilities situated on the York Stone must protect it with rubber matting. The hirer shall be liable for any damage to the paving.

#### **SECURITY DEPOSIT**

34. The Council shall hold on account a security deposit (amounts listed in the schedule of charges) to cover such losses as detailed above, including breakages, cleaning, property repairs, overrunning, etc.
35. The security deposit is due in addition to any hire costs.
36. The deposit shall be refunded no later than 10 working days following the end of the hire.
37. In the event of any deductions being made, the Council shall provide to the hirer a summary of deductions along with any supporting evidence. The burden of proof shall be on the Council to show that such losses are due to the actions of the hirer or their guests.