

Application for Hire of Council Chamber/Meeting Room

(Please read the Terms and Conditions of Hire carefully before completing)

reception@swaffhamtowncouncil.gov.uk

Name of Applicant:

(Hirer must be aged 18 or over)

Organisation/Club:

(Including Charity Registration No. if applicable)

Type of Event:

Address:

Contact Number:

Email:

Date of Hire:

Time of Hire From:

To:

(Including set up and clearing after the event)

If members of the public are to be admitted, at least two stewards are required, one of whom will be on duty at the entrance to the premises. YES/NO

	Standard Rate	Community Rate
Council Chamber per hour	£18.00	£12
Tea, Coffee and Biscuits per Person	£1.50	

A copy of your current Public Liability Insurance and a Risk Assessment is required.

Name of Responsible Person:

I have read and agree to comply fully with the conditions of hire and furthermore specifically acknowledge and understand my legal duty in respect of fire safety arrangements as a 'temporary responsible person' under the Regulatory Reform (Fire Safety) Order 2005.

By signing the Form, you are agreeing that Swaffham Town Council can hold and process your personal data, as provided on and with this form.

Swaffham Town Council regards your privacy as important and any personal information you give to use will be used in accordance with the law. Please read our privacy notice attached or at www.swaffhamtowncouncil.gov.uk/privacy

Signature of Applicant:

Date:

Hirers Responsibility

Security	The premises must be secured at all times when unattended.
Period of Hire	A council employee will meet the hirer at the premises at the commencement and termination of the hiring period. The building must be left to the same standard as at the commencement of the hire.
Lift/Goods Loading	Loading and unloading of goods should be made from the rear exit of the Town Hall. Vehicles should be moved on completion. No vehicles to unload from front of building. The lift is a passenger lift and must not be used for transporting goods.
Damage	Any damage caused during the hire must be reported to the Council within 24 hours.
Smoke and Intruder Alarms	The use of any equipment or actions which are likely to activate the alarm system is strictly prohibited.
No Smoking/ Vaping	Smoking/ Vaping within the building is strictly prohibited.
Lighting and Windows	Lighting must be switched off and windows closed at the end of the hire.
Cleanliness of the Premises	The premises must be left in a clean condition to the satisfaction of the Council and all rubbish removed at the end of the hire.
Accidents	A First Aid box is available in the kitchen. Any accident must be recorded in the accident book located in the kitchen.
Toilets	Located in the Council Chamber. A disabled toilet is available on the ground floor at the front of the building.
Fire Safety	Emergency Fire Procedure and Fire Safety Plan are displayed beside the emergency exits. Do not use the lift in the event of a fire. Emergency escape routes and exits must be unlocked and unobstructed. Portable firefighting equipment must not be obstructed. Safety assistants appointed as fire marshals and instructed in emergency evacuation roles to evacuate those with disabilities to safety.

For the caretaker, please contact Charles Gunner, 07816 272421

For office use only

Date Received		Date Approved	
Invoice No		Invoice paid	
Added to Diary		Added to Book	