



Great Yarmouth
Borough Council

Application for the Hire of
ASSEMBLY ROOM, COUNCIL CHAMBER,
SUPPER ROOM, ROBIN ROOM
at TOWN HALL

Return to: Construction Services Support Team, Greyfriars House Room 2.11, Greyfriars Way,
Great Yarmouth, Norfolk. NR30 2QE

Email: SupportServicesRequests@great-yarmouth.gov.uk

1. The Applicant

Full name: Mr/Mrs/Miss/Ms _____

Telephone number: _____

Full Postal address: _____

Name and address of organisation (if applicable)

2. Rooms Required

Room	Date	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Expected Number of People Attending: _____

Purpose of Booking: _____

Notes:

- 1. Please indicate the room(s) required, dates required and times of usage.
- 2. The Assembly Room, Council Chamber, Supper Room and Robing Room are available for hire, Support Services team will be pleased to show potential hirers around the facilities.
- 3. Ancillary facilities – please indicate which, if any, of the following ancillary facilities are required by ticking the appropriate box:

Stage	<input type="checkbox"/>	Chairs - State number	<input type="checkbox"/>
Kitchenette	<input type="checkbox"/>	Advertising Boards (1 or 2)	<input type="checkbox"/>
		Heating required/ Heating not required	<input type="checkbox"/>

(i) The number of chairs required in connection with any hiring shall be specified. The hirer should have regard to the conditions of hire attached with regard to the permitted numbers for particular types of event.

(ii) Cost incurred as a result of heating will be charged to the hirer in accordance with the current scale of charges and are additional to the basic hire charge.

- 4. The applicant's particular attention is drawn to the personal responsibility placed on him/her with regard to compliance with the conditions of hire.
- 5. Please note that the scale of charges includes, in addition to heating costs, further provision for the recovery of any wages incurred by the Council as a result of the hiring. An estimate of the total hiring fee will be supplied on request.
- 6. No charge is made for the use of kitchenette facilities (see conditions of hire.) The Council do, however, reserve the right to impose an additional charge to cover cleaning and repairs in the event of the kitchen not being returned to a clean and hygienic condition at the end of the hire (see item 6 of the conditions of hire).
NO COOKING FACILITIES AVAILABLE OR COOKING FACILITIES PERMITTED
- 7. Fly posting is illegal and should any event to be held within the Town Hall be advertised by the use of unauthorised fly posting the booking may be immediately cancelled.

In making this application I undertake to ensure compliance with the conditions of hire in force at the date of the function to which this hiring relates (current conditions attached) and I understand that any acceptance of booking is subject to the conditions of hire and scale of charges in force at the date of the function.

Signature.....

Date.....

TOWN HALL TERMS AND CONDITIONS OF ROOM HIRE

PLEASE NOTE: TOWN HALL DOES NOT HOLD ALCOHOL LICENCE, CONTACT LICENCING SERVICES Telephone 01493 846304 / 846530 FOR TEMPORARY LICENCE APPLICATION COST £21.00 WHICH MAY TAKE 28 DAYS TO PROCESS. SALE OF RAFFLE, TOMBOLA OR GOODS WILL ALSO REQUIRE A LICENCE.

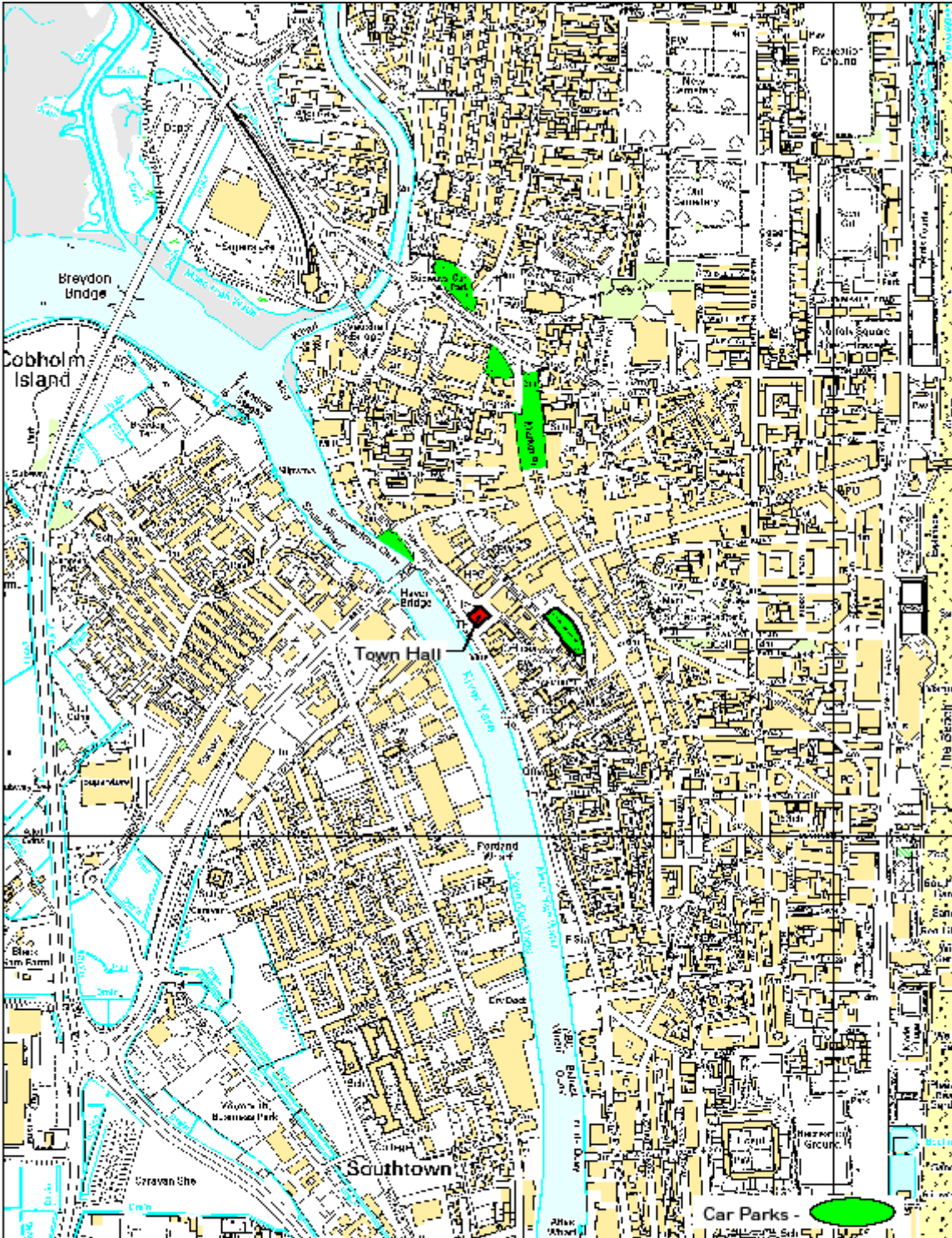
APPLICATIONS	1	All applications for hire to be made on the form provided and returned to: Great Yarmouth Borough Council, Construction Services Support Team, Greyfriars House Room 2.11, Greyfriars Way, Great Yarmouth, Norfolk NR30 2QE
	2	Provisional bookings will be accepted, but will be subject to cancellation if not confirmed within seven days.
	3	The Council will only reserve the right to cancel any hiring or booking if the the building is unusable for any reason or because of an event which is beyond the control of the Council, and shall not be liable for any loss, expenses or damages which the hirer may suffer in respect of the cancellation of the booking.
NO SMOKING	4	No smoking policy within the Town Hall or externally near doors and windows to comply with Great Yarmouth Borough Council Policy and National Legislation. A smoking shelter is not provided.
NUMBER OF PERSONS PERMITTED	5	Total number of persons permitted at any one time on first floor of the Town Hall is 230. Number must also include Council staff on duty and security or portering staff. Regulation of Premises Licence, if number of persons was exceeded; emergency exit routes would be insufficient in event of an emergency evacuation.
APPLICANT'S RESPONSIBILITY	6	The person signing the application form shall be deemed to be the hirer and shall be responsible for compliance with the following conditions.
	7	Hirer to submit their own risk assessment at least two weeks before event to Support Services team, Town Hall room 25a. This must include how event will be managed and supervised taking into account type of event. Non-compliance could result in cancellation of event.
	8	Any temporary electrical installation being used must be checked by a competent electrician and a temporary electrical installation report or a certificate of compliance must be obtained and copy submitted to the Council before the event commences. Any flexible wiring shall be heavily insulated and metal clad switchgear, spot lamp frames and other like equipment shall be

	<p>effectively earthed and each circuit adequately fused. Non-compliance could result in cancellation of event.</p> <p>9 The entrance hall of the building shall not be used for any purpose whatsoever, except with the prior consent of the Council.</p> <p>10 The hired rooms shall be used only for the purpose stated in the application and agreed by the Council</p> <p>11 The hirer will ensure that all doors leading in and out of the hired rooms remain unobstructed at all times.</p> <p>12 Should any damage be done to the building, furniture, fittings or effects, the expense of making good the same must be defrayed by the hirer. The Council shall be the sole judge of the damage done and the amount due therefore. Any properties owned by the Council lost or missing from the premises during or in connection with a hired booking must be paid for by the hirer. A guarantee of security against loss may be required by the Council. Should any additional cleaning over and above the usual standard necessary following hire of any rooms, the extra costs of such cleaning (to be assessed by the addition of the normal hire charge for each room and each day on which extra cleaning is required) be recovered from the hirer.</p> <p>13 The hirer shall at all times be responsible for the maintenance of good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Town Hall or its precincts. The Council reserves the right through an authorised officer or servant of the Council to require the hirer to remove, or cause to be removed, any person from the premises. During the period of hire, no drunken or disorderly person shall be permitted to remain in the Town Hall and no drunkenness or other disorderly conduct or proceeding, no unlawful games shall be permitted therein; any performance of a kind commonly known as striptease acts, including the removal of garments whilst the performer is either in the direct or indirect view of the audience or any performance of a similar nature shall not be permitted.</p> <p>14 No heat generated cooking equipment is available within the Town Hall or permitted to be brought in or used by the hirer. Cups and saucers can be provided, washing up to be done by hirer manually or by using dishwasher on site.</p> <p>Pyrotechnics, fireworks, real flame, firearms, strobe lighting, lasers, explosives, highly flammable substances, motor vehicles, dry ice, cryogenic fog, smoke and foam machines are not permitted.</p> <p>There shall be no excessive noise to the detriment of the residents in the area.</p>
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ACCOUNTS PAYABLE	15	In normal circumstances, an account will be raised in respect of the hiring which will be forwarded to the person signing the application form following the function. It shall be open to the Council to require payment in advance of the hiring fee, either in part or in full at any time before the function, including the time of acceptance of the booking.
CONDITIONS	16	In no circumstances will the Council accept the responsibility for the loss, theft or damage of or to any goods or property of the hirer or persons left, deposited or brought in the Town Hall or precincts or deposited with any officer or servant of the Council. The hirer shall indemnify the Council and their officers and servants against all actions, expenses, claims damages and demands arising out of or in any way connected with any such loss, theft or damage.
	17	Items left in Town Hall building by outside catering companies will be disposed of after two weeks
	18	The Council reserves the right to amend, delete, add to or vary in any other way these conditions without prior notice.
	19	The hirer will be responsible for ensuring that any licensable activities undertaken are covered by either the Town Hall Premises Licence or a by hirer applying for a Temporary Event Notice issued under the Licensing Act 2003.
		Revised June 2010

**PLEASE SIGN AND RETURN COPY OF TERMS AND CONDITIONS
WITH APPLICATION FORM**

Name **Signature** **Date**



Property Services Department
 Great Yarmouth Borough Council
 Town Hall
 Great Yarmouth
 Norfolk NR30 2QF



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R. Neve. Head of Property Services.