**Marshalls Function Room Booking Form**

Please complete and return this booking form to the details above.

**Organiser Information**

|  |  |
| --- | --- |
| Name |  |
| Address  |  |
| Town |  |
| Postcode |  |
| Telephone  |  |
| Email |  |

**Function**

|  |  |
| --- | --- |
| Date of Function |  |
| Type of Function |  |
| Time In *(including set up)* |  |
| Time Out *(including clean up)* |  |
| Estimated Number of Guests |  |

Please return this form to: - bookings@gainsborough-tc.gov.uk or to the above address

I agree to the Terms and Conditions of hire set out by Gainsborough Town Council (Attached)

Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing this form you are confirming that you are consenting to the Gainsborough town council holding and processing your personal data, please visit our website for our Data Protection and Privacy Policy** [**https://gainsborough-tc.gov.uk/policy/general-data-protection-regulations-gdpr-policies-and-procedures/**](https://gainsborough-tc.gov.uk/policy/general-data-protection-regulations-gdpr-policies-and-procedures/)

**Booking Confirmation**

**For Office completion only:**

|  |  |
| --- | --- |
| Booking confirmed date: |  |
| Booking confirmed by: |  |
| Total hire charge payable: |  |
| Hire charge due date: |  |
| Key collection date: *(between 9am and 3pm, £50 deposit required)* |  |
| Key return by date:*(between 9am and 3pm)* |  |

**Terms and Conditions of Hire**

**Advance Payment**

Full payment is required no later than 2 weeks prior to the booking, at this point the booking becomes non-refundable.

**Set Up/Clean Up**

A 30-minute set up and clean up period is permitted before and after bookings at no additional cost – please include this time within your requested time slot.

**Security and Keys (subject to a £50 damage and key deposit being given)**

Your key collection date will be stated on your returned confirmation. You must contact us to arrange an alternative key collection if this is not suitable.

You will be provided with the keys to the building, and instructed on how to operate the alarm system, windows and shutters.

You must ensure when leaving the building that all doors, windows and shutters are closed and locked and the alarm re-set.

You must also close and lock site entrance gates when you leave the site. If other users are on site when you finish your booking this will not apply.

Keys must be returned to us within **48 hours of your booking**.

**Alcohol**

No alcohol must be sold on the premises unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence from West Lindsey District Council.

**Subletting**

You must not sublet the building in any way. If you are found to be subletting the building you may be denied use of the facilities.

**Use**

The building must not be used for any purpose other than that stated on your booking form.

**Cleaning**

**You must leave the building in a clean and tidy condition**. This will include stacking chairs and tables in the appropriate place and ensuring litter is placed in bins provided. If your booking generates significant debris across the floor, you must also sweep up after you. Sweeping brushes can be found in the building. The council reserves the right to retain all or parts of the damage and key deposit if the room is left untidy or items were damaged.

**Kitchen**

Use of the kitchen is included with your booking. You must ensure that you leave the kitchen in a clean and tidy condition after use. You must ensure that all appliances are fully turned off when you have finished with the kitchen. If you use the fridge you must empty it after use.

If the kitchen is used for food preparation it is your responsibility to ensure the following **must** be observed:

1. Food must only be prepared in the areas as indicated
2. All food must be stored correctly.
3. All surfaces must be thoroughly cleaned and disinfectedafter use.

**Electrical Equipment**

If you bring any electrical equipment onto the premises for use in connection with your booking you must ensure it has a current PAT test certificate.

**Damage and Breakages**

Any damage or breakages must be reported to the Town Council Office as soon as possible.

You will be responsible for the cost of all damage and breakages caused to the building or items within it during your booking. This will not apply to damage or breakages arising from fair wear and tear.

**Fire Safety**

You must familiarise yourself with Fire Evacuation procedures as detailed in the building.

**First Aid**

Although we endeavour to ensure that a First Aid kit is present in the building (stored in the kitchen), from time to time First Aid kits can go astray and we therefore advise that you have your own First Aid kit.

There is a Defibrillator on site located next to the main door, the access code is available via 999 in an emergency.

**Permittable activities**

The Premises License of which a copy can be found on site, states that Performances of a Play, Indoor Sporting Events, Performance of Live Music, Playing of Recorded Music, Performance of Dance, Provision of facilities for making music and the Provision of facilities for dancing are permittable between 9am to 11.30pm Monday to Saturdays and 9am to 10.30pm Sundays and applies both indoors and outdoors.

The provision of late-night refreshment is also permitted 11pm – 11.30pm Monday to Saturdays only.

**Noise**

As the license permits as stated above, all noise/music/dancing etc must cease at 11.30pm and a further 1 hour maximum is allowed for cleaning up.

The booking organiser is responsible for ensuring the rules set out in the Premises License are followed and that their guests leave site promptly and in a considerate manner.

Please always show consideration to the neighbouring properties.

**Emergencies**

Please note that there are no Gainsborough Town Council Staff available outside of the hours of 9am and 3pm Mondays – Fridays.

**In the event of an emergency please call the appropriate emergency services.**

Any problems or queries should be emailed to bookings@gainsborough-tc.gov.uk but these may not be picked up outside of working hours.