



Facilities Booking Form

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

Organiser Information

Name	
Address	
Town	
Postcode	
Telephone	
Email	

Function

Venue	
Date of Function	
Type of Function	
Time In <i>(including set up)</i>	
Time Out <i>(including clean up)</i>	
Number of Guests	

Facilities required

(please tick all that apply)

Kitchen	<input type="checkbox"/>	Toilets	<input type="checkbox"/>	Changing rooms <i>(details, please)</i>	<input type="checkbox"/>
Function Room	<input type="checkbox"/>	Car Park	<input type="checkbox"/>	Showers	<input type="checkbox"/>
Pitches <i>(details, please)</i>	<input type="checkbox"/>	Park <i>(define area)</i>	<input type="checkbox"/>	Other <i>(details, please)</i>	<input type="checkbox"/>

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 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/>

Interim Town Clerk – Rachel Allbones
Office Hours: Monday to Friday 9.00am – 3.00pm



Gainsborough

TOWN COUNCIL

Richmond House, Richmond Park
Morton Terrace, Gainsborough
Lincolnshire DN21 2RJ
Tel: 01427 811573

Email: townclerk@gainsborough-tc.gov.uk
Web: www.gainsborough-tc.gov.uk

Left blank so you can add further details of your event or any pictures and drawings.



Facilities 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

Your booking times are inclusive of setting up and taking down/cleaning up. Please ensure that you include any time needed for setting up and cleaning up before and after your event – please include this time within your requested booking. You will not be able to access the facilities before your booked time and you must leave by the end of your booked time. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

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

One-off Bookings

Gainsborough Town Council's caretaker will open and close the facility for you, so no keys will be handed over and no deposit required. However, please note that you must be at the facility by your start time and off the premises by your finish time as specified on your booking form. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Furthermore, this may result in your bookings not being accepted for Gainsborough Town Council managed facilities in the future. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Regular Users/Multi-day Users

Your key collection date will be stated on your returned confirmation. This is between 9:00hrs and 15:00hrs Monday to Friday. You must contact us to arrange an alternative key collection if this is not suitable.

You will be provided with the keys to the facility and instructed on how to operate any alarm system.

You must ensure when leaving the facility that all doors and windows are closed and locked and any alarm re-set. All internal lights must be turned off and checks made to ensure no taps are running.

You must also close and lock the facility 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 may be sold or consumed on the facility unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence from West Lindsey District Council. You must provide evidence of this.

Subletting

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

Use

The facility must not be used for any purpose other than that stated on your booking form. If you are found to be in breach of this you will be denied use of the facilities.

Cleaning

You must leave the facility and all buildings (etc) 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 debris across any floor, you must also sweep up after you. Upon accepting the keys you will be advised where brushes can be found. The council reserves the right to retain all or part of the damage and key deposit if the facility or any part hereof is left untidy or items are 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:

- a) Food must only be prepared in the kitchen
- b) All food must be stored correctly.
- c) All surfaces must be thoroughly cleaned and disinfected before and after use.

Electrical Equipment

If you bring any electrical equipment 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 facility or items within during your booking. This will not apply to damage or breakages arising from fair wear and tear.

Safety

Unless your booking is for a private party/event you must conduct a risk assessment which includes fire-evacuation and first aid. Please supply these at least two full weeks before your event.

Fire Safety

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

First Aid

You are responsible for obtaining and providing appropriate first aid support and supplies to suit your needs.

If there is a Defibrillator on site you will be advised of its location on receiving the keys. The access code is available via 999 in an emergency.

Permittable activities

If the facility has a Premises License a copy can be found on site, it will state 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 for the areas shown on the license.

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

Music

There is **no** music premises licence in place. If you want to play music at your event, you must ensure that you have the correct PPL PRS licence for your event. You can find more information on this government website: [Get a licence to play live or recorded music - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Noise



All noise/music/dancing etc must cease at 11.30pm, further 1 hour maximum is allowed for cleaning up and noise must be kept to the minimum.

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 occupiers of neighbouring properties.

Insurance

It is your responsibility to ensure your insurance covers your event and all activities. For all events except private parties you will need to provide proof of public liability insurance. Please provide evidence of this at least two weeks before your event.

If the facility is used where you charge participants, you must provide proof of public liability insurance for the club's activity. Additionally, if teaching is involved, please provide evidence of proof of qualification as well as any relevant licenses needed.

Please sign here if your organisation has its own Public Liability Insurance:

Name	
Designation	
Date	

Emergencies

Please note that there are no Gainsborough Town Council Staff available outside of the hours of 9am and 3pm Mondays – Fridays. Attendance outside of these hours will incur an additional charge of £20 per hour or part thereof.

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 will not be picked up outside of working hours.



Booking Confirmation

For Office completion only:

Booking confirmed date:	
Booking confirmed by:	
Total hire charge payable:	
Hire charge due date:	
Key collection date <i>(collection between 9am and 3pm, £50 deposit required)</i>	
Key return by date: <i>(between 9am and 3pm)</i>	
Keys returned	
Deposit returned	



Hourly Rates

Marshalls and Levellings Sports Ground Fees

1st April 2023 - 31st March 2024

Football Pitch - Seniors 11v11	£45.20	(per match)
Football Pitch - Juniors 9v9 & 11v11	£28.67	(per match)
Football Pitch - Juniors 5v5 & 7v7	£17.64	(per match)
Training Pitch	£12.13	
Cricket Pitch - Senior (not including use of kitchen or function room)	£49.61	(per match)
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	£28.67	(per match)
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	£23.15	(per match)
Marshalls Bowls Club	£1,349.46	(per season)

	Regular User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£16.60	£12.60

	Casual User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£20.00	£15.00

Peak Times	Monday - Friday	5:00pm - 11:30pm
Off Peak Times	Monday - Friday	9:00am - 5:00pm
	Saturday - Sunday	All Day