

## APPLICATION FOR THE HIRE OF THE PUBLIC HALL COMPLEX

Please complete and return the following document to apply for the hire of the Liskeard Public Hall Complex. If your application is successful, an invoice will be raised with any necessary deposits or advanced payment. On receipt of monies, a written confirmation will be given to the applicant.

Liskeard Town Council, 3/5 West Street, Liskeard, Cornwall PL14 6BW

[www.liskeard.gov.uk](http://www.liskeard.gov.uk)

Telephone: 01579 345407

Email: [reception@liskeard.gov.uk](mailto:reception@liskeard.gov.uk)

Opening hours: 9AM – 1:00PM

### SECTION ONE – APPLICANT DETAILS

<b>Organisation name:</b>	
<b>Charity reference number</b> (If applicable)	
<b>Contact/Administrator name:</b>	
<b>Address:</b>	
<b>Invoice address:</b> (If different to above)	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Email address for invoice:</b> (If different to above)	

### SECTION TWO – EVENT DETAILS

<b>Name of the event:</b> (To be used on notice boards etc.)	
<b>Description of event:</b>	
<b>Anticipated number of attendees:</b>	

**SECTION THREE – DATE/TIME**

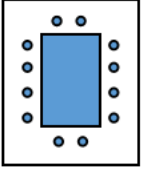

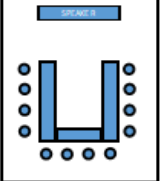
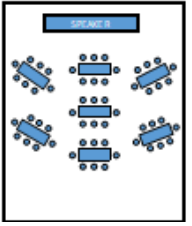
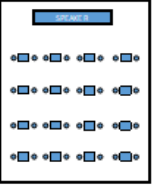
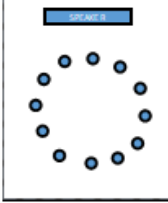
<b>Dates(s)</b>							
<p><b>Time(s) required:</b></p> <p>Please be as specific as possible and <u>include any set up, clear down time.</u></p> <p><b><u>Start and finish times to include any additional hours</u></b></p>	<p align="center"><b>Session times:</b></p> <p align="center"><b>AM: 9:00AM – 1:00PM</b>  <b>PM: 13:30AM – 17:30PM</b>  <b>EVE: 18:00 PM – 22:00PM (Public Hall until 11:00PM)</b>  <b>ALL DAY: 9:00AM – 22:00PM</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Session(s):</td> <td style="width: 100px;"></td> </tr> <tr> <td style="padding: 2px;">Anticipated start time:</td> <td></td> </tr> <tr> <td style="padding: 2px;">Anticipated finish time:</td> <td></td> </tr> </table>	Session(s):		Anticipated start time:		Anticipated finish time:	
Session(s):							
Anticipated start time:							
Anticipated finish time:							
<b>Extra Hours</b>	<p align="center"><b>Additional hour charges:</b></p> <p align="center"><b>Prices exempt from VAT</b></p> <p align="center"><b>£22.00 per hour for the Public Hall (11PM onwards)</b>  <b>£5.00 per hour for all other rooms (10PM onwards)</b></p> <p align="center"><b>Please specify how many hours you require:</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Public Hall – additional hours:</td> <td style="width: 100px;"></td> </tr> <tr> <td style="padding: 2px;">Other rooms – additional hours:</td> <td></td> </tr> </table> <p align="center"><b>Reservation of the Public Hall preceding/proceeding event to be requested in Section Six (B) – Additional Requirements</b></p>	Public Hall – additional hours:		Other rooms – additional hours:			
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Other rooms – additional hours:							

**SECTION FOUR – ROOM TYPE**

<p align="center"><b><u>Room capacities are subject to the desired room layout – please contact Liskeard Town Council for further information</u></b></p> <p align="center"><b>Prices exempt from VAT</b></p>	
<p align="center"><b>Public Hall (max seating 300)</b></p> <p>There are no refreshment facilities in the Public Hall. Please see Additional Requirements Section Six (B) below for hot water boiler/cups hire</p> <p align="center"><b>AM @ £33.00</b>  <b>PM @ £38.00</b>  <b>EVE @ £43.00</b>  <b>All day @ £85.00</b></p>	
<p align="center"><b>Will you require the use of the lift to the Public Hall stage?</b>                  Key fob to be supplied</p>	
<p align="center"><b>Wheal Phoenix Room (max seating 40)</b>                  (Former Refreshment Room)</p> <p align="center"><b>£11.00 per session</b></p>	

<b>New Liskeard Room (max seating 25)</b> <b>£10.50 per session</b>	
<b>Emily Hobhouse Room (max seating 35)</b> (Former Long Room) <b>£11.00 per session</b>	
<b>Quimperle Room (max seating 40)</b> <b>£10.50 per session</b>	
<b>Council Chamber (max seating 30)</b> <b>£10.50 per session</b>	

<b>Semi-commercial Kitchen</b> Located between the Wheal Phoenix Room and Public Hall <b>Prices inclusive of VAT</b>	
<b>Light Use @ £15.00</b> (Excludes use of cooking equipment and dishwasher)	
<b>Heavy Use @ £30.00</b> (Includes use of cooking equipment and dishwasher)	
<b>Will you require use of the commercial catering equipment?</b> Cooker only to be used by those persons familiar with catering equipment. The equipment may be viewed prior by appointment.	

SECTION FIVE – ROOM LAYOUT						
If you are booking more than one room or day, please supply full details of the layout required for each booking if varied						
<b>Boardroom</b> 		<b>Theatre Style</b> 		<b>U Shape</b> 		<b>Other</b> Please supply diagram
<b>Cabaret</b> 		<b>Classroom</b> 		<b>Circle of Chairs</b> 		

**SECTION SIX (A) – ADDITIONAL REQUIREMENTS****ALL ROOMS****Chargeable per session****Prices inclusive of VAT****Laptop projector****£14.40****Portable screen****£12.00****Flipchart, paper, easel and pens****£9.60****SECTION SIX (B) – ADDITIONAL REQUIREMENTS****PUBLIC HALL ONLY****Chargeable per session****Prices inclusive of VAT****Blunther Grand Piano****£19.80****Public Hall Stage Screen****£14.40****Cups and saucers**

Available in boxes of 36 – includes free use of hot water boiler.

Please note: cups, saucers and tea spoons must be washed and returned after use. Hot water boiler or kettles can be provided on request.

**Please specify how many boxes you will require.**

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**£6.00****Reservation of hall for evening preceding event****£27.00****(Exempt from VAT)****Clearing after the event****£27.00****(Exempt from VAT)**

**SECTION SEVEN – LIGHTING AND AUDIO**

**PUBLIC HALL ONLY**

**Lighting and Audio information supplied on separate document by Liskeard Town Council**

**Prices inclusive of VAT**

**Lighting**

<b>Comfort Lighting</b>	<b>Per session</b> <b>£7.20</b>		<b>Production Lighting</b>	<b>Per session</b> <b>£24.00</b>	
	<b>All day</b> <b>£14.40</b>			<b>All day</b> <b>£48.00</b>	

**Audio**

<b>Audio Address</b>	<b>Per session</b> <b>£7.20</b>		<b>Full Audio</b>	<b>Per session</b> <b>£12.00</b>	
	<b>All day</b> <b>£24.00</b>			<b>All day</b> <b>£24.00</b>	

**Lighting and Audio Operator**

If you require lighting or audio equipment, a qualified operator must be appointed.

Please advise us of your appointed operator:

\_\_\_\_\_

**Music**

**Chargeable per performance days**

**Price inclusive of VAT**

**Will you be playing any live or recorded music at your event?**

Performing Right Fee (PRF)/ Phonographic Performance Limited (PPL) Fee

**£14.40**

**SECTION EIGHT – SALE OF ALCOHOL**

**Chargeable per session when bar is available**

**Price inclusive of VAT**

**Will any alcohol be sold at your event?**

Sale of intoxicating liquor charge

**£14.40**

**If you are hiring more than one room, please specify which room the bar will be available in:**

\_\_\_\_\_

**Hire of the wine glasses (250 max)**

Available in boxes of 12

Please note: wine glasses must be washed and returned after use

**Please specify how many boxes you require**

\_\_\_\_\_

**£1.20 per box**

**SECTION NINE – PROMOTING YOUR EVENT**

**Would you like us to promote your booking via our Visit Liskeard website?**

[www.visitliskeard.co.uk/whats-on/](http://www.visitliskeard.co.uk/whats-on/)

Please complete this section and confirm in the Privacy section that we are able to share this booking form with the Tourist Information Centre.

Please supply a poster if yes.

**These details will be displayed on the Visit Liskeard website.**

**There is no charge for this service.**

**Name/description to be as at the beginning of the form**

<b>Date</b> (If different to Section Two – Event Details)	
<b>Start/Finish times</b>	
<b>Organiser name</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Website</b>	
<b>Admission/ticket cost</b>	

**SECTION TEN – WEBSITE INTEGRATION  
HALLMASTER**

**All our bookings are logged on Hallmaster to show our room availability online, found at:**

<https://v2.hallmaster.co.uk/Diary/ViewWeeklyDiary/6472>

Please pick one option below to advise us how you would like your event displayed.

**Please note, if you do not choose from below, your booking(s) will automatically be set to private.**

**Private**

The Weekly Calendar and Scheduler will not show their Name or a link to the description and contact details of the person making the booking or running the event. Whether the bookings status is set to Requested or Confirmed, the booking will always display as 'Private Event'

**Public - Contact Details Hidden**

The Weekly Calendar and Scheduler will show the Event name and description, but the contact details of the person making the booking will remain hidden

**Public**

The Weekly Calendar and Scheduler will show the Name and a link to the description and contact details of the person making the booking or running the event, once the booking has been confirmed by an administrator. If the event is set to Requested, it will display as 'Provisional Booking'

**SECTION ELEVEN – SPECIAL REQUIREMENTS**

**Please include any special requests or requirements below**

**SECTION TWELVE – COMPLIANCE AND INSURANCE**

I have received, understood and agree to the rules and regulations for the hire of the Hall	
I have received, understood and agree with the fire safety guidance notes/PEEPS	
I have received, understood and agree to the terms of the Letter Of Indemnity as attached to the bottom of this booking form	
I have received, understood and agree with the Liskeard Town Council Safeguarding Policy	
I have provided a copy of my organisations Safeguarding Policy if working with children, young people or vulnerable adults	
<p>I have provided a copy of our public liability insurance enclosed/attached in relation to Public Hall bookings</p> <p>Liskeard Town Council provide Indemnity to any individual or group who hire The Public Hall for non-commercial activities as being for the benefit of the community. However, indemnity is not provided in relation to:</p> <ul style="list-style-type: none"> <li>• Any commercial or business hire</li> <li>• Any individual, club, organisation, society or group who hire the Public Hall on a regular weekly or monthly basis</li> </ul>	

#### SECTION THIRTEEN – RESPONSIBLE PERSON

The name and contact details of a responsible person is required. The person <b><u>must</u></b> conduct a risk assessment, be present throughout the event and oversee all aspects of health and safety and Safeguarding	
<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Signature</b>	

#### SECTION FOURTEEN – IMPORTANT NOTES



**Large bookings:** If you require multiple rooms for a large booking, or a booking running over 2 or more days, then please contact and liaise with Facilities Administrator

**Cleaning:** Please kindly note that unless you have booked the 'clearing after event' then all rooms must be left as they were found and vacated by the end time of the booking. Additional charges may be made for the caretakers additional time and the cost of cleaning. All rubbish must be removed by the hirer after the event. Whereby the state of a room is not deemed acceptable and additional cleaning is required by Liskeard Town Council there will be charges at a minimum of £15.00 per hour.

**Crockery:** There is a limited number of cups, saucers, side plates and teaspoons in some of the rooms. There are no plates, cutlery, kitchen knives or other kitchen utensils provided by Liskeard Town Council.

**Plastic free:** Liskeard Town Council has signed up to the Plastic Free Liskeard campaign and has committed to ban all single use plastics from its premises by 2020. This includes items such as plastic cups, plates, spoons etc. We have an expectation that you will think carefully about your meeting or event and find alternatives to single use plastic items. Please also take care to recycle as much of the waste generated by your activities as possible.

**Cancellation:** The booking fee remains payable unless one month's notice is given in respect of the main Public Hall and one week in respect of other hirings.

**Smoking:** Liskeard Public Hall complex is a strictly non-smoking site - including all external porches and passageways. This includes the use of items such as candles and all other smoke generating items or equipment which may trigger the fire alarm system. The use of electronic cigarettes or any other non-medical vapour inhaled substitutes is prohibited. Failure to comply with this regulation may result in a false activation of the fire alarm system, and the hirer being charged for any subsequent call out and alarm resetting fees. There will be no reimbursement for Hall hire.

**SECTION FIFTEEN – PRIVACY  
GDPR COMPLIANCE**

**Your privacy is important to us and we would like to communicate with you about your organisation and their bookings. To do so we need your consent. Please confirm your consent by ticking the boxes below.**

**You can grant consent to any or all of the purposes listed.**

**You can withdraw or change your consent at any time by contacting the council office.**

You are a repeat booker and we may retain your booking form containing your *name, *address, *telephone number and *email address for future bookings  <i>*delete as appropriate</i>	
This is an individual booking and we cannot retain your contact details for future bookings	
We can share this booking form with the Tourist Information Centre for advertisement purposes	
We may contact you to keep you informed about what is going on in the Public Hall or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media)	

We may contact you about groups and activities you may be interested in participating in	
We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account)	
We may forward your contact details to any member of the public or organisation who is interested in attending your event or working with you	

### SECTION SIXTEEN – DECLARATION

In consideration of Liskeard Town Council letting the above premises in accordance with my/our application, I agree the rules and regulations for the hire of the hall and have read/supplied all other applicable documentation for the hire. I agree to indemnify the authority against all sums of money, which the authority may have to pay by reason of any infringement of copyright occurring during the period of hire covered by this agreement. I am over 18 years of age.

Name		Date	
Signature			

### SECTION SEVENTEEN - INDEMNITY

Hirers of Public Hall/Rooms, Public Hall Complex, 3/5 West Street, Liskeard PL14 6BW

In consideration of the Mayor, Councillor and Officers (hereinafter referred to as the Council) having agreed to the use of the facilities available in the Public Hall Complex.

I/We hereby agree to hold harmless and to Indemnify the said Council for damage to premises and/or property and/or injury (fatal or non fatal) to persons arising directly or indirectly out of the hiring arrangements and to persons attending the premises for which they have been hired.

Furthermore I/We undertake to make good such damage or loss as may occur to Council property and/or premises and to leave the premises in the same good order as they were found at the commencement of the hiring(s).

NOTWITHSTANDING the foregoing nothing herein is deemed to relieve the LISKEARD TOWN COUNCIL of their legal liability at Common Law and Statute Law as owners/tenants of the said premises.

I/We agree that the foregoing applies to all future hirings relating to the Public Hall Complex

### SECTION EIGHTEEN – APPLICATION/ BOOKING PROCESS

- Initial enquiry from hirer
- Tentative or provisional booking may be held
- Booking form fully completed and returned by the hirer along with any additional documentation required
  - Facilities Administrator reviews booking form(s) and will contact the hirer with any queries
  - Invoice is raised with any necessary deposits or advanced payment by the Facilities Administrator
  - Payment is to be received from the hirer as per the terms on the invoice by the Liskeard Town Council
    - Written confirmation of the booking is received by the hirer
- Invoice for the remaining outstanding balance (if any) to be raised by the Facilities Administrator and to be settled as per the terms on the invoice

### SECTION NINETEEN - DIRECTIONS

**USING A SATNAV**

Search: 3-5 West Street, Liskeard **PL14 6BW**.

Parking available in Westbourne Car Park (parking fees apply).

On foot, leave the car park via the West Street entrance and cross the road. Turn right and walk along the pavement towards The Parade. After 50 yards, you will see Liskeard Public Hall on your left.

#### **TRAVELLING WEST FROM PLYMOUTH**

Follow signs to Liskeard on A38. Take the A390 slip road exit towards Liskeard. At the first roundabout, take the second exit onto A390 and over the bridge. At the second roundabout, take the first exit on to Plymouth Road. Continue on straight on Plymouth Road driving through Castle Street and on to Pound Street - approximately 0.6 miles. At the mini roundabout, take the first exit towards the Parade. Immediately after the pelican crossing, turn right on to Barras Place merging in to West Street. The Public Hall is the large building with two flagpoles on your right. Continue 50 yards along West Street to Westbourne Car Park on your left (parking fees apply).

#### **TRAVELLING EAST FROM BODMIN**

Follow signs to Liskeard on A38. Take the first slip road signposted for Liskeard. Continue along New Road and B3254 until you reach a mini roundabout with SPAR convenience shop on your right. Take the first exit on to Barras Street. When approaching Barclays Bank to the right you will see a cross roads with The Fountain monument on your left. Turn left on to Barras Place merging in to West Street. The Public Hall is the large building with two flagpoles on your right. Continue 50 yards along West Street to Westbourne Car Park on your left (parking fees apply).

#### **DISABLED PARKING**

There are two disabled parking spaces located at the top entrance to Westbourne Car Park, 50 yards from Liskeard Town Council and The Public Hall. Five additional disabled parking spaces are also available at the bottom end of Westbourne Car Park near to the Co-op supermarket.

#### **DISABLED ACCESS TO THE PUBLIC HALL**

The Emily Hobhouse Room and Mayors Parlour are both located on the ground floor, accessed via the main entrance in West Street. There is a platform lift in the foyer stopping in the Wheal Phoenix Room and Council Chamber, with a ramp to the Public Hall. A further chair lift can be used to access the Quimperle Room. The New Liskeard Room has limited disability access