



LISKEARD COUNCIL
WORKING FOR YOU

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

Telephone: 01579 345407

Email: reception@liskeard.gov.uk

Opening hours: 9AM – 1:00PM

SECTION ONE – APPLICANT DETAILS

Organisation name:	
Contact/Administrator name:	
Address:	
Invoice address: (If different to above)	
Telephone number:	
Lead contact email address:	
Email address for invoice: (If different to above)	

SECTION TWO – EVENT DETAILS

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

SECTION THREE – DATE/TIME

The first price is for non-local or commercial organisations
***The second price above applies to hirers within the Liskeard parish and charitable organisations**

Dates(s)							
Time(s) required: Please be as specific as possible and <u>include any set up, clear down time.</u> <u>Start and finish times to include any additional hours</u>	<p align="center">Session times:</p> <p align="center">AM: 8:30am– 12:30pm</p> <p align="center">PM: 1:00pm – 5:30pm</p> <p align="center">EVE: 6:00pm – 10:00pm</p> <p align="center">All day: 8:30am – 10:00pm</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;">Session(s):</td> <td></td> </tr> <tr> <td>Anticipated start time:</td> <td></td> </tr> <tr> <td>Anticipated finish time:</td> <td></td> </tr> </table>	Session(s):		Anticipated start time:		Anticipated finish time:	
Session(s):							
Anticipated start time:							
Anticipated finish time:							

Extra Hours	<p>Additional hour charges (after 10:00pm):</p> <p>Prices exempt from VAT</p> <p>£44.00/£19.00* per hour for the Public Hall £9.00/£5.00* per hour for all other rooms</p> <p>Please specify how many hours you require:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Public Hall – additional hours:</td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Other rooms – additional hours:</td> <td style="width: 50px; height: 20px;"></td> </tr> </table> <p>Reservation of the Public Hall preceding/proceeding session charges in Section Four – Room Type</p>	Public Hall – additional hours:		Other rooms – additional hours:	
Public Hall – additional hours:					
Other rooms – additional hours:					

SECTION FOUR – ROOM TYPE	
<p><u>Room capacities are subject to the desired room layout – please contact Liskeard Town Council for further information</u></p> <p>Room hire prices exempt from VAT</p>	
<p>Exclusive hire of the Public Hall complex</p> <p>Includes Public Hall, Wheal Phoenix Room, New Liskeard Room, Quimperle Room, Emily Hobhouse Room, Council Chamber and the kitchen</p> <p>£402.00/£206.00*</p>	
<p>Public Hall (max seating 300)</p> <p>There are no refreshment facilities in the Public Hall. Hot water boiler available on request.</p> <p>Per session £87.00/£38.00* All day @ £235.00/£103.00*</p>	
<p>Reservation of Public Hall preceding event or clearing after event (following day)</p> <p>Per session £52.00/£23.00*</p>	
<p>Will you require the use of the lift to the Public Hall stage?</p> <p>Key fob to be supplied</p>	
<p>Wheal Phoenix Room (max seating 40)</p> <p>Per session £19.00/£11.00* All day £51.00/£30.00*</p>	
<p>New Liskeard Room (max seating 25)</p> <p>Per session £18.00/£10.50* All day £49.00/£28.00*</p>	

<p>Emily Hobhouse Room (max seating 35)</p> <p>Per session £19.00/£11.00* All day £51.00/£30.00*</p>	
<p>Quimperle Room (max seating 40)</p> <p>Per session £18.00/£10.50* All day £49.00/£28.00*</p>	
<p>Council Chamber (max seating 30)</p> <p>Per session £18.00/£10.50* All day £49.00/£28.00*</p>	

Semi-commercial Kitchen

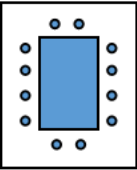

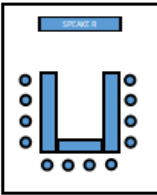
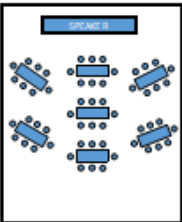
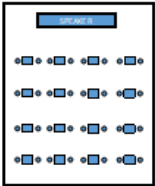
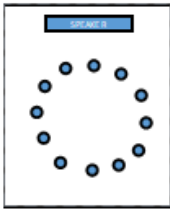
To include use of two portable induction hobs (require suitable pans), turbo fan oven, gastronorm trays, dishwash sink, handwash sink and workbench. Anyone using the kitchen needs to have instructions for use before hire.

Located between the Wheal Phoenix Room and Public Hall

Prices inclusive of VAT

Anyone wishing to hire the kitchen must be familiar with the equipment or have instructions for use before hire.

Per session £18.00	
---------------------------	--

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							
<p>Boardroom</p> 		<p>Theatre Style</p> 		<p>U Shape</p> 		<p>Other Please supply diagram</p>	
<p>Cabaret</p> 		<p>Classroom</p> 		<p>Circle of Chairs</p> 			

SECTION SIX (A) – ADDITIONAL REQUIREMENTS

OTHER ROOMS

Chargeable per session

Prices inclusive of VAT

Portable screen & projector

£12.00

Flipchart, paper, easel and pens

£9.60

Tea and Coffee

Tea and coffee provisions available

Please specify how many people.

£1.20 per head

Smart TV

(located in the Council Chamber only)

£14.40

Pre-arranged removal of rubbish or glass after hire

This is for the disposal of rubbish or glass after hire only which has been neatly bagged by the hirer.

Hirer must leave the room in the condition they were found. Failure to do so result in the 'cleaning after event charge' at £20.00 per hour.

£12.00

SECTION SIX (B) – ADDITIONAL REQUIREMENTS

PUBLIC HALL ONLY

Chargeable per session

Prices inclusive of VAT

Blunther Grand Piano

£12.00

Public Hall Stage Screen & Projector

£14.40

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

Comfort Lighting	Per session £18.00/£7.20*		Production Lighting	Per session £48.00/£24.00*	
	All day £36.00/£14.40*			All day £96.00/£48.00*	

Audio

Audio Address	Per session £18.00/£7.20*		Full Audio	Per session £30.00/£12.00*	
	All day £36.00/£14.40*			All day £60.00/£24.00*	

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 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/	
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

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

SECTION TEN – WEBSITE INTEGRATION

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 (if applicable)	
<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"> • Any commercial or business hire • Any individual, club, organisation, society or group who hire the Public Hall on a regular weekly or monthly basis 	

SECTION THIRTEEN – RESPONSIBLE PERSON

The name and contact details of a responsible person is required. The person must conduct a risk assessment, be present throughout the event and oversee all aspects of health and safety and Safeguarding

Name	
Address	
Telephone	
Email	
Signature	

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 unless prearranged disposal of the rubbish or glass has been requested. 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 £20.00 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.

Deposits: Bookings of the main Public Hall will require a fifty percent (50%) deposit (minimum £50) or payment in full if the total invoice is less than £100.

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 Wheel 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