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## APPLICATION FOR THE HIRE OF THE PUBLIC HALL COMPLEX

Please complete and return the following document, along with your risk assessment (template provided) 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 your application we will send confirmation. Note – all bookings of the main hall are subject to a deposit (more information in Section Twelve).

**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) **Office opening hours: 9AM – 1:00PM**

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| **SECTION ONE – APPLICANT DETAILS** | |
| **Organisation name:** |  |
| **Charity registration number:**  (if applicable) |  |
| **Contact/Administrator name:** |  |
| **Address:** |  |
| **Invoice address:**  (If different to above) |  |
| **Telephone number:** |  |
| **Lead contact email address:** |  |
| **Email address for invoice:**  (If different to above) |  |

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| **SECTION TWO – EVENT DETAILS** | |
| **Name of the event:**  (To be used on notice boards etc.) |  |
| **Description of event:** |  |
| **Anticipated number of attendees:** |  |

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| **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 – please see section 14 for further information** | |
| **Dates(s)** |  |
| **Time(s) required:**  Please be as specific as possible and include any set up, clear down time*.*  **Start and finish times to include any additional hours** | **Session times:**  **AM: 8:30am– 12:30pm**  **PM: 1:00pm – 5:30pm**  **EVE: 6:00pm – 10:00pm**  **All day: 8:30am – 10:00pm**   |  |  | | --- | --- | | Session(s): |  | | Anticipated start time: |  | | Anticipated finish time: |  | |
| **Extra Hours** | **Additional hour charges (per hour):**  **Prices exempt from VAT**  **£45/£25\* per hour for the Public Hall**  **£11/£7\* per hour for all other rooms**  **Please specify how many hours you require:**   |  |  | | --- | --- | | Public Hall – additional hours: |  | | Other rooms – additional hours: |  |   **Reservation of the Public Hall preceding/proceeding session charges in Section Four – Room Type** |

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| **SECTION FOUR – ROOM TYPE** | |
| **Room capacities are subject to the desired room layout – please contact Liskeard Town Council for further information**  **Room hire prices exempt from VAT** | |
| **Exclusive hire of the Public Hall complex**  Includes Public Hall, Wheal Phoenix Room, New Liskeard Room, Quimperle Room, Emily Hobhouse Room, Council Chamber and the kitchen  **£555/£341\*** |  |
| **Public Hall (max standing 434/ max seating 180**)  There are no refreshment facilities in the Public Hall. Hot water boiler available on request.  **Per session £90/£49\***  **All day @ £269/£148\*** |  |
| **Reservation of Public Hall preceding event or clearing after event (following day)**  **Per session £45** |  |
| **Will you require the use of the lift to the Public Hall stage?**  Key fob to be supplied |  |
| **Wheal Phoenix Room (max seating 40)**  **Per session £21/£14\***  **All day £56/£37\*** |  |
| **New Liskeard Room (max seating 12)**  **Per session £19/£12\***  **All day £51/33\*** |  |
| **Emily Hobhouse Room (max seating 35)**  **Per session £21/£14\***  **All day £56/£37\*** |  |
| **Quimperle Room (max seating 40)**  **Per session £19/£12\***  **All day £51/£33\***  **(Piano available – please see Section Six)** |  |
| **Council Chamber (max seating 18)**  **Per session £19/£12\***  **All day £51/£33\***  **(Smart TV available – please see Sections Six)** |  |

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| **Semi-commercial Kitchen**  To include use of two portable induction hobs (require suitable pans), turbo fan oven, gastronorm trays, dishwasher, 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 £21.00** |  | |

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| **SECTION FIVE – ROOM LAYOUT** | | | | | | | |
| **If you are booking more than one room or day, please supply full details of the layout required for each room.** | | | | | | | |
| **Boardroom** |  | **Theatre Style**  **A screenshot of a cell phone  Description automatically generated** |  | **U Shape** |  | **Other**  Please supply diagram |  |
| **Cabaret**  **A screenshot of a cell phone  Description automatically generated** |  | **Classroom**  **A screenshot of a cell phone  Description automatically generated** |  | **Circle of Chairs** |  |

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| **SECTION SIX (A) – ADDITIONAL REQUIREMENTS**  **OTHER ROOMS**  **(Public Hall additional Requirements found in Section Six (B))** | |
| **Chargeable per session**  **Prices inclusive of VAT** | |
| **Portable screen & projector**  **£12.00** |  |
| **Flipchart pack (includes paper, easel and pens)**  **£9.60** |  |
| **Tea and coffee / Tea, coffee and biscuits**  **(Not vatable)**  Provisions provided by Liskeard Town Council – please notify us of any allergens or special dietary requirements  **Please specify which package and how many people**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tea and coffee £1.20 / Tea, coffee and biscuits £1.50 per head** |  |
| **Smart TV**  **(located in the Council Chamber only)**  **£14.40** |  |
| **Piano**  **(located in the Quimperle Room only)**  **£4.20** |  |
| **Pre-arranged removal of waste over and above one bag of general waste and one bag of dry mixed recyclables**  **This is for the disposal of rubbish after hire only which has been neatly bagged by the hirer. Glass must be removed 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** |  |
| **Cleaning after the event**  Pre-arranged cleaning of the room after an event.  This charge may be applied, even if not requested, should a room not be left in the same state it was hired.  **£20.00 per hour** |  |

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| **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** |  |

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| **SECTION SEVEN – LIGHTING AND AUDIO**  **PUBLIC HALL ONLY** |
| **Lighting and Audio information supplied on separate document by Liskeard Town Council**  **Prices inclusive of VAT** |

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| **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\*** |  |

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| **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\*** |  |

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| **Lighting and Audio Operator** |
| If you require lighting or audio equipment, a qualified operator must be appointed.  Please advise us of your appointed operator:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **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** |  |

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| **SECTION EIGHT – SALE OF ALCOHOL** | |
| **Where a function is licensed for the sale of intoxicating liquor, the hirer(s) is/are hereby informed that responsibility lies with him/her/them that no person under the age of 18 is to be served or knowingly supplied with alcohol, the hirer must inform the licensee of this fact and include how they will manage the sale of alcohol within their risk assessment. The Town Council operates a Challenge 25 policy, which the hirer must adhere to. A full copy of our licensing agreement is available on request.**  **A Temporary Event Notice (TEN) may be required:**  <https://www.cornwall.gov.uk/business-trading-and-licences/licences-and-street-trading/alcohol-and-entertainment-licence/apply-for-a-temporary-event-notice/>.  **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) / hi-ball glasses (150 max)**  Available in boxes of 12  **Please specify how many boxes you require**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **£1.20 per box** |  |

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| **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 can 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** |  | | |

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| **SECTION TEN– SPECIAL REQUIREMENTS** |
| **Please include any special requests or requirements below** |
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| **SECTION ELEVEN – 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 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) |  |
| **I have provided a copy of our public liability insurance enclosed/attached in relation to Public Hall bookings**  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:   * Any commercial or business hire * Any individual, club, organisation, society or group who hire the Public Hall on a regular weekly or monthly basis |  |

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| **SECTION TWELVE– IMPORTANT NOTES** |
| **Cleaning:** Please kindly note that unless you have booked the ‘cleaning 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 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.  **Discounts:** To apply for the discounted rate, the organisation or individual must meet one of the following criteria:  o A community group run entirely by volunteers or an individual (for the purposes of a party or celebration – NOT weddings) residing within the parish of Liskeard  o A not-for-profit organisation that must be either a charitable trust OR a charitable incorporated organisation (CIO). This includes community interest companies (CICs), or companies limited by guarantee, if not for profit and all surplus income is invested back into the organisation or education (NOT Cornwall Adult Education).  Discount is applied at the discretion of the Town Council.  **Deposits:** To secure a booking of the main hall a 50% deposit (minimum £50.00), or payment of the full invoice if less than £100.00, is required  **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. 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 as well as immediate cancellation of your booking. No monetary refund for the hire of the hall will be granted in these circumstances. |

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| **SECTION THIRTEEN – PRIVACY** | | |
| **Your privacy is important to us and we would like to communicate with you/your organisation. To do so we need your consent. Please confirm your consent by ticking the relevant boxes and signing 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 Town Council office (reception@liskeard.gov.uk).** | | |
| Consent to all 1 – 5 sections below | |  |
| We may contact you to keep you informed about events the Town Council is involved with 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 forward your contact details to any member of the public or organisation who is interested in your organisation. | |  |
| We may publish your organisation’s contact details online or in print | |  |
| **Keeping in touch:**   * Yes please, I would like to receive communications by email * Yes please, I would like to receive communications by telephone * Yes please, I would like to receive communications by social media (for example Facebook, Twitter) * Yes please, I would like to receive communications by post | |  |
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| **Signed:** | | |
| **Print Name:** | **Date:** | |

The Town Council’s Privacy Notice is available online: <https://bit.ly/36BH9T3>

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| **SECTION FOURTEEN – 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 |  | | |

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| **SECTION FIFTEEN - 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 aforegoing 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 aforegoing applies to all future hirings relating to the Public Hall Complex |

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| **SECTION SIXTEEN – 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 |

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| **SECTION SEVENTEEN - 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 crossroads with The Fountain monument on your left. Turn left on to Barras Place merging into 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. There is a Changing Places toilet on the first floor (accessible via the lift) which is available when the hall is open, access is via NKS key. |