



MALTBY TOWN COUNCIL
THE EDWARD DUNN MEMORIAL HALL
Tickhill Road, Maltby, Rotherham S66 7NQ
Tel: 01709 814060

BOOKING REQUEST FORM

NAME OF ORGANISATION TO BE INVOICED	
DATE(S) REQUIRED	TIMES REQUIRED TO AND FROM
ROOM(S) REQUIRED PLEASE TICK MAIN HALL STAGE MEETING ROOM KITCHEN LICENSED BAR CONFERENCE ROOM	NAME AND ADDRESS OF PERSON MAKING BOOKING
PERSON TO INVOICE	INVOICE ADDRESS (IF DIFFERENT TO ABOVE)
APPROX NUMBERS ATTENDING	TELEPHONE NUMBER
NATURE OF FUNCTION	E-MAIL ADDRESS
ANY SPECIAL REQUESTS ie Tables/Chairs/Equipment	
I AGREE TO THE BOOKING CONDITIONS ATTACHED SIGNED:	PRINT NAME: DATE:

THE EDWARD DUNN MEMORIAL HALL CONDITIONS OF HIRE

1. The hire of the building shall in no way discriminate against anyone on the grounds of their race, ethnic or national origin, gender, marital status, sexual orientation, disability or age.
2. (a) The number of tables normally available for each room for each room is: Hall – 10, Conference room – 4, meeting room – 3.
(b) A booking form must be completed for every period of hire and the hirer shall supply all information requested including details of all their requirements for rooms, facilities and equipment and the likely numbers involved. Additional use of rooms or equipment during the period of hire is at the discretion of the Council and may incur additional costs.
3. After an occasional booking is accepted, hirers should pay the fees at least two weeks before the event. Regular hirers may be invoiced in advance or at agreed intervals if the hiring is for an extended period.
4. In the event of cancellation by the hirer, the following scale of charges will apply:-

+5 days = Full refund, 5 days = 80% refund, 4 days = 60% refund, 3 days = 40% refund
2 days = 20% refund, 1 day = No refund
5. The Council reserves the right to cancel, suspend or refuse to accept a booking for any reason whatsoever. No compensation shall be payable by the Authority to any person in consequence of cancellation.
6. The Hirer shall be responsible for supervision of the building, protection of the fabric and contents, safety of the occupants and behaviour of all persons using the building as part of the booking, including proper supervision of car parking and departure so as to avoid disturbance or inconvenience to neighbours or other users. The person in charge must be over the age of 18 and must be on the premises throughout the hire period. Where the premises are used for public entertainment or an event where alcohol is served there must be at least two persons over 18 on supervision duty.
7. The Hirer shall be responsible for obtaining any licenses necessary in connection with the booking other than those already held by the Council.
8. The Hirer shall be responsible for observing all regulations relating to the building as laid down by the Licensing Justices, Fire Authority or otherwise.
9. The Hirer shall be responsible for making arrangements to insure against any third party claims made against his/her organisation or group whilst using the building. The Hirer is also responsible for insuring separately all equipment or apparatus brought on to the premises.
10. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything that may endanger the premises, their users or any insurance policy relating to the building.
11. Hirers shall not bring onto the premises, or use any electrical appliances unless, a) it has a current test certificate issued under the relevant regulations and b) is with the express consent of the Council.
12. The Hirer shall compensate the Council for the cost of repair of any damage done to any part of the property, including contents during or as a result of the booking.
13. It is the responsibility of the Hirer to arrange the furniture in a way that best suits their needs and to replace at the end of the hiring period.
14. It is the responsibility of the Hirer to remove litter and waste food in or about the building and deposit in bins provided and to wash and wipe crockery if used and to leave the building in a reasonable condition at the end of the hiring period.
15. Where the Hire of the building is for a block period, this shall be for no more than six months for any period of hire. At the end of the hire period, the Hirer may be granted a further period of hire at the discretion of the Council and on terms to be agreed by the Council.

PLEASE RETAIN THESE BOOKING CONDITIONS FOR FUTURE REFERENCE