

YATELEY TOWN COUNCIL

APPLICATION TO HIRE COUNCIL FACILITIES

I hereby apply to hire (name of hall) on
... .. (date) from until (time) for the
purpose of

The age group attending will be and numbers attending will be

- If hiring The Tythings will you need disabled access to the Gallery Room? Y/N
- I enclose a cash deposit of **£100**.
- **I confirm that I have received a copy of, and agree to, the Conditions of Hire.**
- I agree to settle my account no less than two weeks prior to the event.
- I confirm that I am a permanent resident at the address below. I will notify the Town Council Office of any change to my address prior to my event.

Name:

Address:

... .. Post code

Daytime Telephone;..... home telephone;.....

Signed:Date:

The Town Council reserves its right to refuse hire to certain individuals, or organisation, or for certain functions.

Please note, this booking is not finalised until you have received written confirmation from Yateley Town Council.

Please return this form to: Yateley Town Council, Council Offices, Reading Road, Yateley, Hants, GU46 7RP

Office use only

Deposit received; Y/N	Address Verified; Y/N
Booking agreed; Y/N	Confirmation letter sent;/...../.....
Invoice paid;/...../.....	

CONDITIONS OF HIRE

1. The function rooms and facilities listed in our booklet are NOT available for hire for teenage (i.e 14 to 21st) birthday parties or any unsupervised discos owing to previous problems. The Tythings is not available for any teenage parties.
2. Smoking is not permitted in any of our buildings. It is against the law to smoke in any 'enclosed' or 'substantially enclosed' public space.
3. Smoke machines used by professional discotheques are not permitted.
4. Bouncy castles, barbeques and/or fireworks are not permitted.
5. Hirers MUST ensure that any electrical equipment used by them is safe.
6. Hirers are responsible for fire safety in the hall during their period of hire. The named hirer must ensure that they know where the Fire Exits for the building are and that access to them is maintained at all times.
7. The Town Council reserves the right to refuse hire to certain individuals, organisations or particular functions.
8. **Hirers will be required to place a £100 cash deposit with the Town Council. This will be refunded , 3 working days after your hire, provided there is no damage to the building, its fixtures and fittings, and the room is left clean and tidy.**
9. **If necessary, the cost of any extra cleaning or damage will be deducted from the £100 deposit or an additional invoice issued.**
10. **The invoice for the cost of hire must be paid no less than two weeks before the hire is scheduled to take place. Failure to do so may result in the booking being cancelled. Later bookings may be taken in their place. Anyone cancelling the booking within this period will still be required to pay for the hire of the hall.**
11. *Please note:*
 - That rates are doubled for non-residents of the Civil Parish of Yateley and commercial organisations.
 - A minimum hire of three hours must be taken.
12. **PLEASE ENSURE THE ROOM IS CLEAN AND TIDY WHEN YOU LEAVE AND TAKE YOUR RUBBISH WITH YOU** (someone else may be using the room after you). Brooms, dustpan and brushes are available in the halls, any other cleaning equipment must be brought with you.

Failure to comply with these conditions will result in the immediate forfeit of the hire deposit.