

NEWBURY Town Council

Town Hall Wedding and Civil Ceremony Booking Form

Smoking is prohibited in the building

| | | | | | | |
|--------------|---------------------|--|-----|----------------|-------------------------------|--|
| TIMES | Day | | | CONTACT | Names of Couple (for signage) | |
| | Date | | | | Contact Name | |
| | Booking Start Time | | Hrs | | Contact Address | |
| | Ceremony Start Time | | Hrs | | Email Address | |
| | Booking Finish Time | | Hrs | | Contact Number | |

You may arrive up to one hour before the ceremony to decorate the Council Chamber. Please request that your guests arrive no sooner than 30 minutes before the ceremony. The hire includes the use of the Council Chamber, Town Hall ceremonial entrance, hall, main staircase and landing. Please ensure that all members of your party vacate the Town Hall, and all your equipment and decorations are removed within an hour and a half of the start of the wedding ceremony.

PRICES

| <u>Monday to Saturday</u> | <u>Sunday and Bank Holidays</u> | <u>Extras</u> | |
|---------------------------|---------------------------------|-------------------------------------|--|
| £350 + VAT | £400 + VAT | Sound Equipment | |
| | | Laptop and Projector | |
| £100 Deposit Paid | | Hire of Glasses for Toast £10.00 | |

I confirm I have spoken to the West Berkshire Council Registrar and booked the registrar to perform the Wedding / Civil partnership ceremony. Initial:

I agree to hire the premises under the conditions set out overleaf to pay the appropriate charges for the hire.

I agree to ensure a nominated person is responsible for the delivery of the emergency evacuation procedure to our group.

Name (printed): Signature: Date:

Please enter details, retain a copy and return the signed copy/e-copy immediately to Newbury Town Council, Town Hall, Market Place, Newbury, Berkshire, RG14 5AA to confirm your booking.

For further details please contact 01635 35486 or email: kym.tucker@newbury.gov.uk

Conditions of Hire

1. In these Conditions the following words have the following meanings
 - (a) "The Council" is Newbury Town Council.
 - (b) "The Hirer" is the person named in the "Town Hall Function Room Booking Form" and includes those persons defined in Condition 2
 - (c) "The Proper Officer" is the person for the time being employed in that capacity by the Council.
 - (d) "The Premises " are the Town Hall Function Room

Bookings

2. Applications for the hire of the Premises are to be in writing on the Council's "Town Hall Wedding and Civil Ceremony Booking Form". The person who signs the booking form shall be the Hirer.
3. A completed "Town Hall Wedding and Civil Ceremony Booking Form" must be provided no later than ten days after the date of the provisional booking, otherwise the provisional booking shall be cancelled.
4. The Premises are for hire only at the discretion of the Proper Officer and he or she shall have the absolute right to decline any application without reason

Payment

5. A Deposit of £100 must be paid in order to confirm the booking. The balance of money due must be paid to the Council at least 28 days before the Wedding/Civil Ceremony.
6. We reserve the right to cancel your booking without liability to you and without any obligation to refund your deposit if you do not pay the Council the balance of money by the due date.
7. You may book The Town Hall for a Wedding/Civil Ceremony up to 12 months in advance. The Council reviews its scale of hire charges from 1 April each year, and the Council reserves the right to charge you the balance for any increase.
8. All prices are inclusive of VAT. However, if the rate of VAT changes between the date the contract is formed between you and the Council and the date of your wedding/civil ceremony, we will adjust the VAT you pay, unless you have already paid in full before the change in the rate of VAT takes effect.

Cancellations

9. The Council reserves the right to cancel this agreement due to events beyond our control or any urgent or emergency work which we could not have foreseen at the time of the booking adversely affecting the Premises, which, in our reasonable opinion makes it unsafe or inappropriate to use the Premises for the purposes of the hire.
10. In the event of any such cancellation referred to in Clause 9 any deposit or other money paid for or towards the charges for the hire of a proportionate part thereof if the hiring has commenced shall be returned by the Council to the Hirer and in any such event the Council shall not incur any other liability to the Hirer.
11. If the Hirer wishes to cancel a booking they should do so in writing. If the cancellation is more than 14 days prior to the Wedding/Civil Ceremony the amount paid will be refunded in full. Refunds will not be given for cancellations made less than 15 days before the date of the Wedding/Civil Ceremony.

Limitation of Liability

12. Our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your Wedding/Civil Ceremony. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.
13. Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.

Changes to the Premises

14. We reserve the right to make changes to the interior and/or exterior of the Premises between the time we accept your booking and the date of your Wedding/Civil Ceremony. For example, we may make changes to the décor and colour schemes of rooms. We cannot guarantee that the external Premises and its surroundings will be free from additional structures (such as scaffolding).
15. We will notify you of any significant changes covered by clause 14, but unless the change is one which is likely to fundamentally change the nature of your wedding experience we will not offer a refund, costs, or compensation.

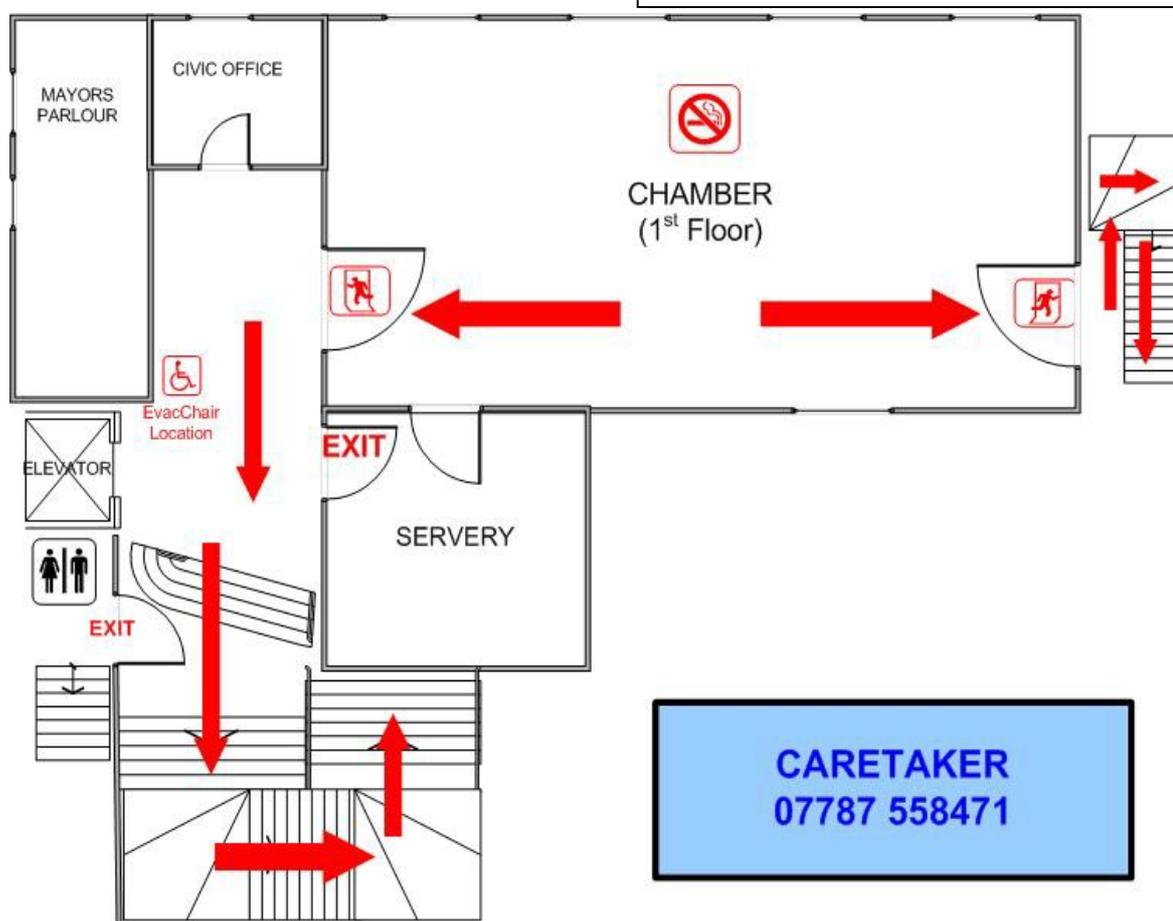
Health and Safety

16. For the comfort and safety of all, smoking and naked flames are not permitted within the Town Hall.
17. The current Fire and Safety regulations require that a person attending your function is nominated to familiarise themselves with emergency procedures as included in this pack.
18. Should you hear the fire alarm, please do not use the lift. If you have a disabled member in your party, please report to reception prior to your meeting to ensure that appropriate emergency evacuation procedures are in place.
19. For fire safety and comfort, the number of guests must not exceed the capacity of the room, which is sixty persons. Any additional guests will be excluded from the Premises from the ceremony and the ceremony may be delayed until any such situation is resolved.
20. **No exits may be blocked, chairs or obstructions placed in corridors. No fire appliances or heating controls shall be removed or altered.**

On the day of hire

21. The hire of the Premises does not entitle the Hirer to use or enter the Premises at any time other than the specific hours for which the Premises are hired unless prior arrangements have been made with the Proper Officer. All setting up and clearing away of your equipment should be completed within your booked times.
22. The Premises will be set up to your specification and the tables locked together for safety purposes. If you wish to make an adjustment to the furniture please contact reception. Please do not unlock the tables yourself.
23. No decoration shall be erected or suspended from any part of the Premises except such as can be erected so as to ensure that no resulting damage is done to any part of the Premises
24. Inflammable materials must not be used in equipping and decorating the Premises unless they have been rendered fire resistant and maintained in that condition.
25. No nails, tacks, spikes or screws or other similar articles shall be driven into any of the walls, windows, doorways or staircase or in any floor or in any part of the Premises hired. Blutac must not be used on any emulsion surfaces.
26. No additional lights or extensions of the existing electric light fittings shall be used nor shall any electrical wiring or other fittings of a similar nature be fixed or placed in the Premises without the previous written consent of the Proper Officer.
27. When opening windows, make sure the windows are hooked into position. **Never leave them to swing freely.**
28. The consumption of food or alcohol is not permitted in the ceremony room or gazebo area, for one hour prior to or during the ceremony.
29. The Hirer shall not do or permit to be done anything whereby the fire risk to the Premises or its contents is extended beyond that covered by the Council's policy or policies of insurance without previously advising the Council in writing of his or her intention and expressly referring to this condition. It shall be the Hirer's duty to acquaint himself or herself with the terms of such policy or policies and any additional premiums payable to the Insurers shall be discharged by the Hirer.
30. The Hirer shall not permit anything to take place on the Premises during the hiring which is unlawful or of disreputable character or contrary to the public decency or good behaviour or in any way such as to endanger any license held in connection therewith and the Proper Officer or his nominee shall have power to remove any offender.
31. The Council reserves the right to stop any entertainment or meeting not properly conducted and the Council may, if it thinks fit, charge the Hirer for any extra expense it may incur in engaging Police Constables or other Officials of the Council to preserve order prior to, during or after any entertainment or meeting in the Premises.
32. The use of the Premises shall include only those parts of the Premises indicated to the Hirer by the Proper Officer or his nominee.
33. The Hirer shall defray the expenses of making good any damage caused by the Hirer, his servants or agents, done to the building, fittings, fixtures, furniture or other property of the Council during or in connection with or in consequence of the occupation by the Hirer or his servants or agents of the Premises and the Proper Officer for the time being of the Council shall be the sole judge of the damage done and the amount to be paid by the Hirer. Anything belonging to the Council lost or missing from any part of the Premises during or in connection with any letting shall be paid for by the Hirer. The Proper Officer or his nominee shall be the sole judge of whether anything is lost or missing or of the amount to be paid by the Hirer. The Hirer shall also pay to the Council any loss the Council may suffer consequent upon such damage herein before specified.
34. The Council shall not be responsible or liable for or in respect of any damage to or loss of any property placed or left upon the Premises. (Provided this clause shall not exclude liability of the Council for damage to any property caused by negligence of the Council's employees).
35. Authorised officials and servants of the Council and Police and Fire Officers on duty, whether in uniform or not, shall be permitted to have free access to the Premises at all times during the continuance of the letting.
36. The Council reserves the right to exclude and remove from the Premises, or from any part of them, any person creating a disturbance or using offensive language.
37. The Hirer shall not assign, sub-let or transfer or attempt so to do any interest he may have in the hiring of the Premises or any part thereof, without the consent in writing from the Proper Officer.
38. The Hirer shall at the expiration of the period of hiring leave the Premises in a clean and orderly state to the satisfaction of the Proper Officer or his nominee. Failure to do so may result in further charges being incurred.
39. The Hirer shall, unless having specific permission from the Proper Officer, remove all articles brought into the premises by him, immediately after the expiration of the period for which the Premises were hired.

**PLEASE ENSURE THAT ALL
STAFF AND VISITORS ARE
AWARE OF THIS EVACUATION
PROCEDURE.**



EMERGENCY EVACUATION PROCEDURES COUNCIL CHAMBER

The FIRE ALARM is a continuous ring

On hearing the alarm: -

1. Leave the building by the nearest exit.
2. Your nominated person/fire marshal must check all toilets and other areas to ensure that all persons in your group are clear of these areas.
3. Do not collect personal belongings.
4. Close internal doors.
5. Assemble in the Market Place outside the Cancer Research Charity Shop.
6. Take a roll call of all persons under your control.
7. Do not re-enter the building until advised to do so by a Fire Officer. In the event of a drill, permission will be given by a Fire Marshal or Officer of Newbury Town Council.

FIRE ALARM TESTING

The Fire Alarm will be tested every **Monday (or the first working day after Bank Holidays)** between 5.00pm and 5.15pm.