

ROYSTON TOWN COUNCIL

Town Clerk, Royston Town Council, Town Hall, Melbourn Street, Royston, Herts. SG8 7DA
Tel: 01763 245484 Fax: 01763 248016 Email form to: admin@roystontowncouncil.gov.uk

APPLICATION FOR THE HIRE OF THE TOWN HALL, ROYSTON

(Please complete all the questions – where not applicable write N/A)

No access will be permitted to the halls unless a booking form has been completed and booking confirmation has been sent to the hirer. The booking form must also include sufficient time for setting up, clearing away and any additional access to the halls. All time in the halls will be charged at the hirers standard rate of hire.

Name and address of applicant:	
Tel:	Mobile:
Fax:	E-mail:
Name of organisation: <i>(if applicable)</i>	
Name and address of person to whom invoice should be sent: <i>(if different from above)</i>	
E-mail:	Tel:
Hall(s) required: <i>(*Delete as applicable)</i>	Hardwicke Hall (Upper Hall)* Heritage Hall (Lower Hall)* <u>Both</u> Hardwicke Hall and Heritage Hall*
Day and date(s) of booking:	Time(s) required:
1.	from: a.m./p.m. to a.m./p.m.
2.	from: a.m./p.m. to a.m./p.m.
3.	from: a.m./p.m. to a.m./p.m.
4.	from: a.m./p.m. to a.m./p.m.
5.	from: a.m./p.m. to a.m./p.m.
<i>(If there is not enough space for further dates/times please list them on a separate sheet)</i>	
Purpose of hire:	
Is this a Commercial, Profit Making Event? YES/NO	
Is your organization voluntary? YES/NO <i>(Please provide a copy of your latest accounts)</i>	Is your organization a registered charity? YES/NO Registration no. <i>(Please provide written evidence of registration)</i>
Does your organization have Public Liability Insurance? YES/NO <i>(Please supply a copy of your current insurance for our records)</i>	

INFORMATION REQUIRED FOR PERFORMING RIGHTS SOCIETY

- | | | | |
|--|---|--|---|
| <p>1. Will live music be used?
<i>(includes use of the piano in the hall/s)</i></p> | <input style="width: 50px; height: 40px;" type="checkbox"/> | <p>2. Will recorded music be used? <i>(e.g. disco, CD player)</i></p> | <input style="width: 50px; height: 40px;" type="checkbox"/> |
| <p>3a Will background music be used?</p> | <input style="width: 50px; height: 40px;" type="checkbox"/> | <p>3b Will the background music be live or recorded (or both)?</p> | <input style="width: 50px; height: 40px;" type="checkbox"/> |
| <p>4. Will a karaoke be held during the hire?</p> | <input style="width: 50px; height: 40px;" type="checkbox"/> | <p>5. Will you be showing short educational or training films during your hire?</p> | <input style="width: 50px; height: 40px;" type="checkbox"/> |

Name (and address) of caterer

.....

Name (and address) of band

.....

Will you be holding a Licensed Bar? YES/NO *(if yes you must apply to North Hertfordshire District Council for a Temporary Event Notice (TEN) a copy of which must be supplied to Royston Town Council before the event. Please refer to paragraph 24 of the Conditions for Hire).*

Name (and address) of Licensed Bar Operator:

.....

I ALSO APPLY FOR THE USE OF THE FOLLOWING:

(please mark \surd or give nos. required as appropriate)

Heritage (Lower) Hall only

Small kitchen with bar		
Piano		Chairs (maximum in hall = 120)

Hardwicke (Upper) Hall only

Stage		Dressing Rooms
Balcony		
Chairs (maximum in hall = 83 tiered seating + 51 fixed seats in the balcony = 134 Total)		

Other (maximum available to cover both halls) Please give numbers required

Folding tables: Size 6ft = 26		
Size 5ft = 4		
Size 4ft = 4		
Size 3ft = 2		

Emergency out-of-hours contact:

(Please give the name and tel. no. of a contact person for emergencies)

Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities.

Where applicable the hirer is required to provide the Booking Secretary with a copy of their Public Liability Insurance when returning this form.

Town Hall Lift

The Hirer shall nominate a “responsible person” who should supervise the use of the lift by persons using mobility scooters or those transporting equipment and on other occasions deemed appropriate. The responsible person is liable for ensuring that the weight limit for the lift is strictly adhered to. The hirer will be held responsible and accepts full responsibility for any damage done to the lift during the period of his/her hire of the halls and the expenses of making good the same.

Please tick here to confirm your understanding of the terms of lift usage:

DECLARATION

I have read the Conditions of Letting laid down by the Council annexed and understand their meaning and I agree to observe and abide by them. In particular I appreciate:-

1. that I am not to sub-let the hall(s); and
2. that I am responsible for all damage; and
3. that the Council will not be responsible in any way for claims arising out of the hiring.

I enclose a remittance for £ being the deposit payable in respect of the above hiring, and undertake to pay the balance of the charge and bond against damage in accordance with the scale of charges. (Cheques should be made payable to Royston Town Council and crossed).

Date Signed:
(Hirer)

NOTES

1. *Information which has been provided by the hirer on this form will only be available to office staff and caretakers unless otherwise authorized by the hirer.*
2. *Emergency contact persons will only be contacted in the event of a serious problem with the hall or during a public emergency (the Town Hall is designated as a control centre for Emergency Planning).*
3. *Free wi-fi is available to hirers of the Town Hall subject to fair usage. The hirer will be liable for any additional charges incurred due to excessive use of the system. The username and password can be obtained from the Town Hall office on request.*

Please complete the booking form along with the Privacy Notice and return to the address below



Royston Town Council

**Town Council Offices
Melbourn Street
Royston
Herts
SG8 7XX**

Tel: 01763 245484

Email: town.clerk@roystontowncouncil.gov.uk

Hirers Privacy Notice

When you hire the Town Hall, Room 11 or the Committee Room or Market Hill Rooms:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Royston Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: town.clerk@roystontowncouncil.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

Information Deletion

If you wish Royston Town Council to delete the information about you, please contact:
town.clerk@roystontowncouncil.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us.

Rights Related to Automated Decision Making and Profiling

Royston Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Data Protection Officer

Royston Town Council's Data Protection Officer is Jayne Cole, Chief Executive Officer, Local Council Public Advisory Service, The Vision Centre, 5 Eastern Way, Bury St Edmunds, Suffolk, IP32 7AB.
Tel: 01284 766885 Mob: 07443009607

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113
Consent: Hirer of the Town Hall, Room 11 or the Committee Room or Market Hill Rooms

Consent

I agree that I have read and understand Royston Town Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date: