

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: (if applicable)			
Name and address of person to whom invoice should be sent: (if different from above)			
E-mail:		Tel:	
Hall(s) required: (*Delete as applicable)		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.	
(If there is not enough space for further dates/times please list them on a separate sheet)			
Purpose of hire:			
Is this a Commercial, Profit Making Event? YES/NO			
Is your organization voluntary? YES/NO (Please provide a copy of your latest accounts)		Is your organization a registered charity? YES/NO Registration no. (Please provide written evidence of registration)	
Does your organization have Public Liability Insurance? YES/NO (Please supply a copy of your current insurance for our records)			

INFORMATION REQUIRED FOR PERFORMING RIGHTS SOCIETY

1. Will live music be used?
(includes use of the piano in the hall/s)

☐

2. Will recorded music be used? (e.g. disco, CD player)

☐

3a Will background music be used?

☐

3b Will the background music be live or recorded (or both)?

☐

4. Will a karaoke be held during the hire?

☐

5. Will you be showing short educational or training films during your hire?

☐

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 V 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

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.

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).

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



Royston Town Council Privacy Notice

Our contact details

Name: Royston Town Council

Address: Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

Phone Number: 01763 245484

E-mail: town.clerk@roystontowncouncil.gov.uk Website: www.roystontowncouncil.gov.uk

This privacy notice is to aid transparency between Royston Town Council and those that interact with us with regard to how we use your data and what your rights are regarding that data.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)
- IP addresses of visitors to our website
- Email addresses of those individuals that interact with us
- Financial information of users of council services
- Employee details
- We collect special category data as part of the process of booking council services
- We collect special category data as part of our employment records

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of the council's services
- To allow us to deliver a contractual service to you or because you have asked us to do something before entering into a contract, for example because you wish to hire a room, hall or allotment
- Because you wish us to make representations on your behalf
- Recruitment/Employment

We use the information that you have given us in order to provide the service that you have requested of us, so that it is possible to contact you and respond to your correspondence or provide information and/or access our facilities and services.

We may share this information with our employees, professional advisors, third party service providers that provide services to us and Royston Allotments and Gardens Association (for allotment hire).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Town Clerk at town.clerk@roystontowncouncil.gov.uk or calling 01763 245484 or writing to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored in the Town Council offices (paper records) or on the Vision ICT secure cloud storage servers.

We keep employee records for 6 years from the date of leaving employment.

We keep payroll records for 12 years.

We keep recruitment applications for 6 months from the date of appointment.

We keep room hire information for 6 years from the date of hiring.

We keep allotment hiring information indefinitely.

We keep financial information for 6 years.

We keep emails and correspondence that you send us and we send you for a maximum of 3 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed or you request us to delete it, we will then dispose of your information by deleting electronic data and shredding and secure disposal of paper records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at town.clerk@roystontowncouncil.gov.uk or call 01763 245484 or write to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at town.clerk@roystontowncouncil.gov.uk or call 01763 245484 or write to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>