

Issue Date (office use):

LICHFIELD CITY COUNCIL

Application for Room Hire

This form is an application for hire only; confirmation of booking will be forwarded to you in due course. Failure to return this form **within 7 days** of the issue date will result in cancellation of your provisional booking.

Please return completed form to GHbookings@lichfield.gov.uk

Name and Address of Hirer			
Email			
Contact Telephone No			
Name of Organisation			
Nature of Function <i>e.g. Wedding, Private Party, Concert, Meeting</i>			
<i>Other (please specify)</i>			
Estimated number of attendees			
Will alcohol be consumed on the premises?	Yes	No	
Will alcohol be sold on the premises? <i>If yes, please contact Council bookings officer for further details</i>	Yes	No	
Will you be using an external caterer? <i>Please state company name if known</i>	Yes	No	
Any special requirements <i>For example: microphones, cloakroom, projector, screen etc.</i>			

Rooms Available	Tick if Required ✓	Period of Hire <i>(see condition 5 below)</i>		Dates Required
		Time (From)	Time (To)	
Whole Building				
Guildhall				
Guildhall Kitchen				
Guildroom				
Guildroom Kitchen				
Ashmole Room				
Whytmore Room				

Lichfield City centre is subject to partial pedestrianisation, which restricts vehicular access to the main entrance of the Guildhall at certain times. Event parking is not permitted in the rear carpark, but access can be arranged for unloading – see condition 17 below. Parking for one vehicle belonging to your chosen caterer can be provided only if arranged in advance.

I hereby apply to hire rooms as detailed above. I agree to pay the charges in advance in accordance with the Council's scale and accept the Conditions of Letting as printed overleaf.

Signature* _____ **Date** _____ ***typed signature will be accepted**

We will hold your details on file and where necessary reserve the right to disclose these to Environmental Health, Trading Standards or other statutory agencies. On occasions we are asked to pass on details to *other* interested parties; if you agree to this, please tick the box provided

OFFICE USE

Ref					Conf				
Jan	Feb		March		April		May		June
July	Aug		Sept		Oct		Nov		Dec
Dep	PRS		GDPR		Inv ref		Code		

TERMS AND CONDITIONS

1. All hire charges must be paid in full at least **two weeks** in advance of the booking, unless the Council has agreed alternative payment arrangements in writing. Failure to make payments by the due date will result in cancellation of the booking forthwith.
2. Alterations to event timings and/or layout within 14 days of the event date will be subject to an administrative fee of 10% of the hire charge.
3. Confirmed bookings, which are subsequently cancelled by the Hirer, will be subject to the following cancellation charges:
 - (a) Less than 14 days' notice: £24, or 25% of hire charge, whichever is greater.
 - (b) Less than 7 days' notice: full hire charge of booking.
4. The Council reserves the right to refuse any application, and in exceptional circumstances, to cancel any booking at any time, in which event only the fees paid will be refunded.
5. Access is permitted up to 30 minutes prior to, and one hour after, the hire period booked. This time is for setting up and clearing away only, not for the function itself. Additional access time before or after the function is chargeable.
6. Bookings for the Guildroom or Guildhall on Friday and Saturday daytime are subject to a minimum booking charge of 4 hours.
7. Flyposting of functions to be held on the premises is not permitted. Advertisements, posters, placards are not to be displayed on any part of the building without the consent of the Council. Failure to observe this condition may result in cancellation of the booking and loss of deposit.
8. The Hirer shall leave the premises, fixtures and fittings in the condition in which they were found at the time of entry.
9. The Council will not permit temporary notices, signs, tape or blue tac to be fixed to any of the surfaces including walls, ceilings, doors and floors. Any hirer to be found in breach of this condition will be subject to a surcharge. The Hirer shall pay for all damage to the premises, fixtures and fittings during the booking. Such damage to be assessed by the Town Clerk whose decision thereon shall be final.
10. The Council will not be responsible for any damage, injury to, or loss of goods or property brought to the premises for exhibition, sale or other purpose. Nor will it be responsible for goods or property left by the Hirer or persons attending any function, or for damage or injury to the Hirer or any persons being in or about the premises during the hire period. The Hirer does by acceptance of these conditions indemnify the Council against any claims which may be made upon them in respect thereof.
11. The Hirer is responsible for the conduct of all guests.
12. A programme of all music played together with box office receipts and number attending the event must be completed on the proper PRS form and returned to the City Council immediately after each event.
13. Metallic or flower petal confetti must **not** be used in the building or in the close vicinity.
14. The maximum number of persons to be admitted to the Guildhall (Main Hall) shall be:

i) Dancing (ie. no tables or chairs)	please contact the Bookings Officer
ii) Functions where <i>rectangular</i> tables are to be used	130
iii) Functions where <i>round</i> tables are to be used	88
iv) Auditorium style (no tables)	195
15. The maximum number of persons to be admitted to the Guildroom is 70, to the Ashmole Room is 30 and to the Whytmore Room is 25.
16. All functions shall finish not later than 1.00 am except dances that are organised to take place on Saturday or for private profit, when they should cease at midnight.
17. Lichfield District Council has introduced pedestrianisation of the City Centre, which restricts vehicular access to the main entrance of the Guildhall at certain times. Please see link for further information <https://www.lichfielddc.gov.uk/city-centre-regeneration/city-centre-pedestrianisation-proposals>.
18. For access to the rear carpark (unloading only), contact the Council (01543 250011 Mon - Fri 9am – 5pm) or the Caretaker 07816 217151/01543 254684. Event parking is not permitted in the rear carpark, with the exception of one vehicle belonging to your chosen caterer. This must be arranged in advance.
19. Smoking/vaping is not permitted on the premises.
20. All Council crockery and cutlery must be washed thoroughly after use. Should Council staff have to re-wash items a charge will be deducted from the deposit.
21. Hirers may not bring in additional furniture. Soft furnishings may be brought in the building with approval of the Bookings Officer but remain the responsibility of the Hirer.

GENERAL SAFETY

22. The Hirer shall appoint a competent person to oversee the event who shall be assisted as necessary to ensure safety of attendees in the event of fire or panic. They shall have a copy of the Guildhall Evacuation Procedure (supplied with the booking confirmation). Any instruction given by the Council regarding the safety of the public shall be put into immediate effect.
 23. In the event of an emergency, authorised Officers of the Council, Police Officers and Officers of the Fire Brigade shall be admitted immediately.
 24. All exits and corridors shall be kept free from obstruction.
 25. Temporary decorations and electrical installations shall not be used without the prior written consent of the Council. Gas filled balloons, party poppers and smoke machines are not permitted because they may interfere with smoke alarms, causing building evacuation.
 26. Real candles and tealights are not permitted. LED candles can be used as an alternative.
 27. All fabric items (e.g., scenery, cloths, draperies, floral decorations, hangings, curtains) shall be non-flammable.
 28. For safety and security, a CCTV system operates in the building. CCTV cameras must not be obscured but specific cameras may be disabled on written request to the Council.
 29. Any portable electrical equipment brought on to the premises shall be in good working order, appropriately PAT tested and used only in accordance with manufacturer's instructions.
 30. No inflammable substance shall be brought into the building without the Council's prior written consent.
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HIRE OF FIRST FLOOR KITCHEN

The following items of crockery and cutlery are available for use by the Hirer:

Knives	200
Forks	200
Spoons	200
Teaspoons	130
Dinner plates	170
Side plates	170
Bowls	170
Small white milk jugs	15
Small white sugar bowls	12
Clear glass jugs	20
Cups	170
Saucers	170

The Hirer/caterer is responsible for supplying their own baking trays and any other cooking equipment.

Please note that the Hirer is responsible for providing tea/coffee.