

LICHFIELD CITY COUNCIL

Donegal House, Bore St, Lichfield WS13 6LU

enquiries@lichfield.gov.uk

01543 250011

**Application for Room Hire & DPA 2018 Consent Form**

This form is an application for hire only; confirmation of booking will be forwarded to you in due course.

Please return this booking form to GHbookings@lichfield.gov.uk within 7 days of confirmation of venue availability.

Please note: in the absence of a completed booking form we *cannot guarantee your preferred date(s)* and this may result in the cancellation of your provisional booking. Please allow 7 working days for your application to be processed.

Data Protection Act 2018 (DPA 2018) Consent to hold Contact Information

I agree that I have read and understand [Lichfield City Council's Privacy Notice](#). I agree by signing below that the Council may process my personal information for the purposes of correspondence. I agree that Lichfield City Council can keep my contact information data for an undisclosed time or until I request its removal. I have the right to request modification of the information that you keep on record. I have the right to withdraw my consent and request that my details are removed from your database.

| | | |
|--|------------|-----------|
| Name and Address of Hirer | | |
| Invoice Address (if different from above) | | |
| Email | | |
| Contact Telephone Number | | |
| Name of Organisation | | |
| Nature of Function <i>e.g. Wedding, Private Party, Concert, Meeting, 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 the Council's Bookings Officer for further details</i> | Yes | No |
| Do you require tea/coffee? ¹ <i>By arrangement for up to 25 guests</i> | Yes | No |
| Will you be using an external caterer? <i>Please provide company name, if known</i> | Yes | No |
| Any special requirements <i>For example: accessibility, provision of microphones, cloakroom, projector, screen</i> | | |

OFFICE USE

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

| Rooms Available | Tick if Required ✓ | Period of Hire (see condition 6 below) | | Day(s) and Date(s) Required |
|--------------------------------|-----------------------|---|-----------|-----------------------------|
| | | Time (From) | Time (To) | |
| Whole Building | | | | |
| Guildhall (Main Hall) | | | | |
| Guildhall Kitchen ² | | | | |
| Guildroom | | | | |
| Guildroom Kitchen ² | | | | |
| Ashmole Room | | | | |
| Whytmore Room | | | | |

¹ Tea/Coffee can be provided for up to 25 guests by prior arrangement; if there are more than 25 guests, the provision of tea/coffee is the responsibility of the Hirer.

² Kitchens cannot be hired on a standalone basis: the corresponding room, i.e. Guildhall (Main Hall) and/or Guildroom must also be hired.

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 car park, but access can be arranged for unloading – see condition 21 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 below.

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 ☐

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 may result in cancellation of the booking forthwith.
2. To secure your booking a £100 **non-refundable** deposit **may** be required at the time of booking, this will be deducted from your final invoice. You will be advised on this at the time of booking. It is generally used for parties, dinners, special events, weddings etc. Please ask the Bookings Officer for more information.
3. A surety deposit of £100 is required (£200 if using the kitchen facilities) at the time of final invoice. This will be retained by the City Council in the event there is (for example) breakage, damage to the kitchen area and/or additional cleaning required.
 - If there are no breakages, damage to the kitchen area and/or additional cleaning required then the surety deposit will be refunded to your account as soon as is practically possible after the booking.
4. Alterations to event timings and/or layout within 14 days of the event date will be subject to an administrative fee of £50 or 10% of the hire charge, whichever is the greater.
5. Guildhall hire rates are set for each financial year (April to March) by Lichfield City Council. Increases, when applied, tend to be in line with inflation, but this cannot be guaranteed. In the event that a hirer wishes to make a booking that takes place in the following financial year, a hirer may either:
 - (a) Request to pay the total cost of the booking and settle the invoice in full to secure the current hire charges
NOTE: An additional breakages deposit will be payable
 - (b) Pay a deposit to secure the booking and be invoiced at the prevailing room hire rate at a later date

Where a prepaid booking is changed by the hirer to increase the number of hours and/or the provision of additional rooms, these will be charged at the prevailing rate at the time of the request. Where a prepaid booking is changed by the hirer to reduce the length of hire and/or rooms included, the reasons for the request will be considered and a refund may be issued.

This provision applies only to one-off functions such as weddings and cannot be utilised by regular hirers.

6. Confirmed bookings that 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.
7. 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.
8. 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.
9. Bookings for all rooms on a Friday, Saturday and Sunday are subject to a minimum booking charge of 4 hours.
10. 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.
11. The Hirer shall leave the premises, fixtures and fittings in the condition in which they were found at the time of entry.
12. 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.
13. Bar Facilities/Sale of Alcohol – The City Council offers bar facilities up to a maximum 6 hours in duration (subject to availability). Please discuss your requirements with the Booking Officer. An additional charge may be payable where, in the opinion of the bar provider, factors such as duration and/or number of expected patrons significantly compromises the financial viability of the provision. Restrictions apply to any alcohol supplied by the hirer. All prevailing requirements for the sale of alcohol will be enforced (proof of age etc).
14. If you do not wish to utilise the Council's bar facilities but wish to sell alcohol at your event (maximum bar duration 6 hours), you can make your own arrangements with a qualified licensee to provide bar services. Please discuss this with the Bookings Officer. If it is a private function and alcohol is to be provided entirely free (there must be no direct payment, or indirect payment in ticket price etc.) a licence is not required, and you can bring in your own alcohol. You should supply your own glasses.
15. 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.
16. The Hirer is responsible for the conduct of all guests and third-party contractors engaged by the hirer, or their representatives.
17. A programme of all music played together with any 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.

18. Metallic or flower petal confetti must **not** be used in the building or in the close vicinity.
19. 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 |
20. The maximum number of persons to be admitted to the Guildroom is 70, to the Ashmole Room is 25 and to the Whytmore Room is 25.
21. All functions shall finish not later than 1.00 am except functions that are organised to take place on Saturday or for private profit, when they should cease at midnight.
22. 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>.
23. For access to the rear car park (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 car park, with the exception of one vehicle belonging to your chosen caterer. This must be arranged in advance. Any hirer or third-party requiring access to the rear of the Guildhall must supply their vehicle registration number to the Guildhall Bookings Officer prior to the booking.
24. Smoking/vaping is not permitted on the premises.
25. 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.
26. 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

27. 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.
28. Security – all events providing alcohol must have a minimum of two registered SIA security personnel on site, the provision of which is charged to the hirer. The Bookings Officer will provide further details.
29. In the event of an emergency, authorised Officers of the Council, Police and Fire Brigade shall be admitted immediately.
30. All exits and corridors shall be kept free from obstruction.
31. 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.
32. Real candles and tealights are not permitted. LED candles can be used as an alternative.
33. All fabric items (e.g., scenery, cloths, draperies, floral decorations, hangings, curtains) shall be non-flammable.
34. 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.
35. 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.
36. No inflammable substance shall be brought into the building without the Council's prior written consent.

HIRE OF FIRST FLOOR KITCHEN

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

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

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

All outside caterers must be able to evidence a hygiene rating of 5. Caterers with a lower hygiene rating will not be permitted to use the kitchen facilities.

Tea/coffee may be provided for up to 25 people by arrangement, if guest numbers are above 25, the Hirer is responsible for providing tea/coffee.