**A picture containing drawing

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**Seaton Town Council**

**(‘the Council’)**

**Terms & Conditions**

**Booking**

Any booking will only be confirmed on receipt by the Council of completed booking form.

**Cancellations**

In order to receive a refund, notice of cancellation must be received at least 10 working days before the date of the booking. Any refund for cancellations occurring less than 10 days before the date of the booking will be made solely at the discretion of the Town Clerk.

**Access / Departure**

* When booking please allow additional time for set up and clear up
* All those attending must leave the building by 11pm, unless by prior arrangement
* Please ensure all equipment and personal property belonging to the individual/organisation hiring the room must be removed when you leave the premises. The Council will not be responsible for equipment and personal items left at Marshlands.
* Hirers will be responsible for any damage, howsoever caused, to the function room, kitchen and any other accessible parts of the building that occurs during their period of hire. If any such damage occurs, the Council will render an invoice for repairs accordingly.
* Hirers will be responsible for the removal of any rubbish arising from their use of the function room and for leaving the premises clean and tidy.

**Parking**

Limited parking is available on a first come,’ first served’ basis in designated spaces signposted ‘Seaton Town Council – Private Parking’. Please ensure that you and your guests park safely and courteously and do not occupy any spaces not so signposted.

**Safety**

* Smoking is not allowed in any part of the building, nor is the use of e-cigarettes and vaporisers
* Hirers are responsible for the prevention of any activity that could endanger public safety, e.g., disorderly behaviour, overcrowding
* In the event of a fire, please leave the building by the nearest exit door and call 999. Please assemble at the fire assembly point in the car park. All those attending must sign in at reception.
* All electrical equipment to be used must have relevant PAT certification issued by a qualified electrician.
* The Hirer is responsible for ensuring that health and safety regulations are complied with. Any accident must be recorded by the Hirer for their own records and in the Council’s accident reporting book kept at the Reception Desk. A first aid kit is situated in the Kitchen off the main Function Room
* The Council reserves the right to ban any individual or organisation that causes damage, is involved in a criminal act, or prevents in any way the authorised users of the premises from going about their lawful business.

**Alcohol**

The Council does not have a licence to permit alcohol to be sold on the premises. Alcohol may only be consumed if provided by the Hirer on a non-commercial basis and it is the responsibility of the Hirer to ensure any licensing laws are complied with.

**Marshlands Function Room Hire Charges**

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercial Rates** | | **Charity & Community Rates** | |
| 9.00 to 5.00pm | £12.00 per hour | 9.00 to 5.00pm | £7.00 per hour |
| After 5pm | £15.00 per hour | After 5pm | £10.00 per hour |
| **Additions to Room Hire** | | **Additions to Room Hire** | |
| Wi-Fi | Free of Charge | Wi-Fi | Free of Charge |
| Kitchen | £10 per session | Kitchen | £10 per session |

Payments may be made by card, cash or cheque made payable to ‘Seaton Town Council’ or by internet bank transfer to:

Seaton Town Council

Sort Code: 30-90-37

Account No: 00881651

The person responsible for hiring the room must be aged 18 years or over.

June 2020

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**Seaton Town Council**

**Marshlands Function Room Booking Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of organisation:** | |  | | | | | | | | | | | | |
| **Room hire date:** | |  | | | | | | | | | | | | |
| **Room hire times:** | | **From:** |  | | | | | **To:** | | |  | | | |
| **Type of function** (i.e. party, meeting.): | | |  | | | | | | | | **Public or Private** (Please circle) | | | |
| **Room Layout** (please provide a brief description of how you would like the room to be arranged): | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Will you require use of the kitchen?** | | | | | | | | | | **Yes** ❑ | | | | **No** ❑ |
| **Contact name:** (responsible for booking) | | | | |  | | | | | | | | | |
| **Relationship to group:** | |  | | | | | | | | | | | | |
| **Contact address:** | |  | | | | | | | | | | | | |
| **Email:** | |  | | | | | | | | | | | | |
| **Telephone Number:** | |  | | | | Mobile: | | | |  | | | | |
| **Other information:** | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| **Will you be applying to East Devon District Council for a temporary event notice for the sale of alcohol?** | | | | | | | | | | **Yes** ❑ | | | | **No** ❑ |
| **I have read and accepted the terms and conditions of hire. Access will not be possible unless the hire fee has been paid in full at least two weeks prior to the date of the event.** | | | | | | | | | | | | | | |
| **Name (print):** |  | | | | | | | | **Date:** | | |  | | |
| **Signed:** |  | | | | | | | |  | | |  | | |
|  |  | | | | | | | |  | | |  | | |
| **For Office Use:** | **Date Fee Due:** | | |  | | | **Date Fee Paid:** | | | | | |  | |