



Wallingford Town Council

**Wallingford Town Council**

9 St Martin's Street

Wallingford

Oxfordshire

OX10 0AL

01491 835373

[www.wallingford.co.uk](http://www.wallingford.co.uk)

[admin@wallingfordtowncouncil.gov.uk](mailto:admin@wallingfordtowncouncil.gov.uk)

## Venue Booking Form

Please complete the following:

HIRER'S DETAILS:			
First Name:		Last Name:	
Organisation Name:		Contact Number:	
Contact E-mail:			
Contact Address:			

VENUE:			
Venue:	<input type="checkbox"/> The Bullcroft <input type="checkbox"/> Castle Gardens <input type="checkbox"/> Council Offices Committee Room <input type="checkbox"/> The Kinecroft	<input type="checkbox"/> Market Place <input type="checkbox"/> Market Place Street Collection <input type="checkbox"/> Town Hall <input type="checkbox"/> Town Hall Undercroft	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Disabled Access:	<p>Do you, or any of your guests, require disabled access?</p> <p>YES <input type="checkbox"/> / NO <input type="checkbox"/></p> <p><i>N.B. Access to the Town Hall for those with a mobility problem is through the ground floor door and via an electric stair lift. There is no disabled access to the kitchen on the second floor.</i></p>		
Viewing:	<p>Would you like to view the premises before hiring?</p> <p>YES <input type="checkbox"/> / NO <input type="checkbox"/></p>		

EVENT DETAILS:						
Name of event:						
Date of event:						
Hire period:	<i>N.B. If you need additional time for setting up and clearing up please include this in your hire times. Failure to adhere to the booking times or to return venue keys will result in additional charges.</i>					
Hire period start time:		Hire period finish time:				
Type of event (please select):	Private Function*	<input type="checkbox"/>	Political**	<input type="checkbox"/>	Wedding / Civil Ceremony*	<input type="checkbox"/>
	Non-Commercial (i.e. free public events)	<input type="checkbox"/>	Commercial**	<input type="checkbox"/>	Time of Ceremony	
Number of guests / attendees:	<i>N.B. Due to fire safety regulations the maximum capacity for the Town Hall is 60 persons. The WTC Committee Room is 20 persons.</i>					
Additional packages or information needed to make booking:						

INSURANCE & LICENCES:	
Insurance:	<p>Do you, the Hirer, require your own insurance?</p> <p>YES <input type="checkbox"/> / NO <input type="checkbox"/></p> <p><i>*Any individual hiring the Town Hall for a private social party, wedding reception, wedding ceremony etc. will be covered by the Town Council's insurance. The Town Council's insurance covers hirers liability, however, not that of any sub-contractor such as outside caterers.</i></p> <p><i>**Any individual, group or organisation wishing to hire the Town for commercial reasons e.g. dance classes or exhibitions (where the exhibits are offered for sale) and any meetings or events organised by political parties will not be covered by the Town Council's insurance and therefore the Hirer must have public liability insurance with a level of cover commensurate with the risk and a minimum of £10 million.</i></p> <p><i>Proof of the Hirer's insurance is required no later than one calendar month prior to the hire date.</i></p>
Liquor Licence:	Are you, the Hirer, selling alcohol?

	YES <input type="checkbox"/> / NO <input type="checkbox"/>  <i>N.B. The Town Hall is not licenced for the sale of liquor. Any Hirer wishing to sell liquor in the Town Hall must obtain any relevant licences required by law. Copies must be submitted to the Town Council no later than one calendar month before the period of hire. In the instance that a licence is obtained for the period of hire, it is the responsibility of the Hirer to ensure that the person who holds the valid Personal Licence (under the Licensing Act 2007) is on duty during the entire period of hire.</i>		
<b>Liquor Licence Details:</b>	<b>Name:</b>	<b>Licence No:</b>	<b>Expiry Date:</b>
<b>Performing Rights Society (PRS) license:</b>	Do you, the Hirer, require a PRS licence?  YES <input type="checkbox"/> / NO <input type="checkbox"/>		
	<i>N.B. The Hirer shall be responsible for ensuring that no breach of any copyright shall occur and shall pay any fee in respect of copyright to the owner, or the Performing Rights Society Limited, or the Phonograph Performance Limited.</i>		
<b>Subcontractors:</b>	Are you, the Hirer, using any subcontractors, such as caterers, entertainment providers etc?  YES <input type="checkbox"/> / NO <input type="checkbox"/>  If yes, please list the service they are providing:  		
	<i>N.B. The Hirer is responsible for any outside subcontractors such as caterers, entertainment providers such as discos, and photographers. Sub-contractors are not covered by the Town Council's insurance.</i>		

PAYMENT DETAILS:	
All bookings must be paid for in full, within 14 calendar days of invoice. Payments can be made via cash, cheque or direct debit to:	
<b>Account Name:</b>	Wallingford Town Council
<b>Bank Name:</b>	Lloyds Bank (Wallingford Branch)
<b>Bank Account:</b>	00061015
<b>Sort Code:</b>	30-99-03

Please return the completed form via email to: [admin@wallingfordtowncouncil.gov.uk](mailto:admin@wallingfordtowncouncil.gov.uk)

or via post to:

Bookings, Wallingford Town Council, 9 St Martin's Street, Wallingford, Oxfordshire. OX10 0AL

For Office Use ONLY

SITE DETAILS:			
Viewing Date:	Does the hirer wish to view the venue before booking? YES <input type="checkbox"/> / NO <input type="checkbox"/>	Date:	
Site Visit	Has a site visit with the hirer and Events Manager been booked? YES <input type="checkbox"/> / NO <input type="checkbox"/> Date: <i>A site meeting, to cover health and safety arrangements, with the Town Council's Event Manager, no later than the two weeks prior to the event taking place, is essential. This will cover all technical, fire and emergency evacuation plans, health and safety arrangements and disabled access.</i>		
Risk Assessment:	Is a risk assessment required? YES <input type="checkbox"/> / NO <input type="checkbox"/>	Risk Assessment Completed: YES <input type="checkbox"/> / NO <input type="checkbox"/>	
Proof of insurance received:	Does the hirer require their own insurance? YES <input type="checkbox"/> / NO <input type="checkbox"/>	Has a copy of their insurance been received? YES <input type="checkbox"/> / NO <input type="checkbox"/> Date received:	
PAYMENT AND TERMS & CONDITIONS:			
Terms & conditions:	Has the Hirer been sent a copy of the terms and conditions of hire? YES <input type="checkbox"/> / NO <input type="checkbox"/> Date sent:		
Confirmation Letter:	Has the Hirer been sent a confirmation letter? YES <input type="checkbox"/> / NO <input type="checkbox"/> Letter reference no:		
Signed terms & conditions:	Has the Hirer returned a signed copy of the terms and conditions of hire? YES <input type="checkbox"/> / NO <input type="checkbox"/> Date received:		
Invoice number:		Date invoiced:	
Receipt number:		Date received:	
Entered to booking system:	YES <input type="checkbox"/> / NO <input type="checkbox"/>	Date:	