



Brackley Town Council  
 20 High Street  
 Brackley, Northamptonshire NN13 7DS  
 Tel: 01280 702441  
 Email: [venues@brackleynorthants-tc.gov.uk](mailto:venues@brackleynorthants-tc.gov.uk)  
[www.brackleynorthants-tc.gov.uk](http://www.brackleynorthants-tc.gov.uk)

## Booking Form

<u>Brackley Town Hall</u> Market Place Brackley NN13 7AB	<u>Egerton Hall</u> Juno Crescent Brackley NN13 6GN	<u>Old Fire Station Community Room</u> High Street Brackley NN13 7DW
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Please read the Terms and Conditions before completing this form. Please complete and return to the email address above. We ask for a 25% deposit on booking. You will also need to provide any supporting documentation.

Name of Hirer	
Company (if applicable)	
Address	
Telephone Number	
Email Address	

Your information will be kept securely in line with the General Data Protection Regulation. We will only make contact with you in relation to this booking.

Date of Event	
Number of Attendees	
Type of Event	
Named Contacts (who will be in attendance at the event)	
Name	Name
Tel	Tel

Room/ Resource	From	To	Hourly/ Session Cost	Total Cost
OFS Community Room				
Town Hall Civic Hall				
Egerton Hall: Large Hall				
Egerton Hall: Small Room				
Extras (Security, Equipment etc):				
<b>Grand Total</b>				

Please ensure you include time for set up and clearing the room.

Please see the Rates listing attached.

Prices to be agreed with Venues Coordinator prior to confirmation of booking.

We require evidence of all suppliers' Public Liability Insurance. Your supplier should be able to provide this upon request.

Supplier	Name of Company	Public Liability Insurance Documentation Supplied?
Catering		
Entertainment*		
Drinks*		
Other		

\*Our license covers both regulated entertainment and the sale of alcohol until 10:30pm. You will need to apply for a Temporary Event Notice via South Northants Council if you require longer hours.

A returnable damage deposit of £250 is required for any function where alcohol is to be sold.

I hereby declare that I have read and understand the terms and conditions of hire.

Signed	
Name	
Date	

Deposits/ balances can be paid by card or cash in the office or online: Brackley Town Council  
Sort Code -301108, Account Number -00059916

Brackley Town Council  
Terms & Conditions of Hire

These are yours to keep. Please let us know if you have any questions regarding any of the below.

General

- We agree to hire out our venues (Old Fire Station Community Room, Egerton Hall, Town Hall) to you on the following terms. These terms, together with the Booking Form, constitute an agreement between you and Brackley Town Council.
- In these terms:
  - “we” and “us” means Brackley Town Council
  - the “Booking Form” means the booking form attached to these terms of hire; and
  - the “Venue” means the venue that you have specified on the Booking Form and that we have agreed to hire out to you.

Accuracy of the Booking Form

- You must ensure that the information contained in the Booking Form is correct, accurate and contains no errors or omissions. We reserve the right to cancel this Agreement if any of this information is incorrect

Cost of Hire

- Rates are set each year by Brackley Town Council and are attached to the Booking Form.
- 25% deposit is taken upon booking and the balance due one month prior to the booking. If payment is not received, your booking will be cancelled without notice.
- For events where alcohol is sold or served, a returnable £250 damage deposit is required 14 days before the event.
- For regular hirers, invoices will be raised on the 1<sup>st</sup> of each month for bookings within that forthcoming month.

Use of Venue

- Hirers are being granted a non-exclusive, revocable licence to use the venue as specified on the Booking Form, for the duration specified on the Booking Form and this shall in no way be construed as a grant of a lease to you.
- It is your responsibility to ensure that the venue is suitable for your intended use.
- We reserve the right to make an extra charge for any extra time that the venue is in use
- You shall not use the venue for any other purpose other than that described on the Booking Form. You shall not sub-hire or allow the venue to be used for any unlawful purpose or in any unlawful way.
- Smoking is absolutely prohibited in the venue, including e-cigarettes.
- Neither you, nor your attendees are permitted to use any equipment at the venue, unless otherwise agreed as part of your booking. If you fail to comply with this provision, we reserve the right to make an extra charge and you will be liable in full for any damage to the equipment.
- Any equipment that is used must be moved to its original position before leaving the venue.
- You shall ensure that any equipment you bring to the venue is safe and in good working order and, where relevant, has been PAT tested (and shows the in-date PAT sticker).

- You shall not use any naked flames in the venue. This includes candles and gas-fuelled food warmers or chafing dishes.
- You must not make excessive noise whilst at the venue.
- No helium filled balloons may be placed inside the venue.
- You are responsible for the removal of all rubbish at the end of your hire period. If you fail to comply with this provision, we reserve the right to make an extra charge.
- You must not make any alterations to the venue. This includes attaching anything to any part of the venue (including decorations).
- You shall ensure that the venue is vacated at the time specified on the Booking Form. If you or any of your guests, attendees or suppliers have not vacated the venue, we reserve the right to make an additional charge.
- You shall not allow any animals, other than assistance dogs, to be brought into the venue.
- Bouncy Castles or similar inflatable apparatus are only permitted in the venue if evidence of Public Liability Insurance is supplied to us and full supervision of the apparatus is provided by you or designated supervisor.
- **Nothing** is to be stored or kept in the fire-protected lift and stairway (Town Hall only). This includes decorations, rubbish, coats, buggies etc.
- Any external suppliers that you use as part of your hire of the venue must adhere to these terms of use, and it is your responsibility as hirer to ensure they do so.

#### Venue Security

- Staffing or key arrangements will be made by us and communicated to you. If you have a key for your hire, you agree to collect and return to us at the agreed times.
- For certain bookings, Security Staff will be a compulsory extra. This will be discussed and agreed prior to the booking being confirmed.
- You must adhere to all security and fire precaution measures of the venue. If a fire is identified it is your responsibility to alert all relevant emergency services and us immediately, and to evacuate the Venue immediately.
- Fire procedures are visible on fire safety signs in the venue. It is your responsibility to make yourself aware of these procedures.

#### Licences

- Our license covers regulated entertainment and the sale of alcohol (by a licensed person) until 10:30pm. You shall be responsible for obtaining all licences that may be required beyond this and we will require evidence of these licenses. You are also responsible for providing a licensed person to operate your bar if applicable.

#### Insurance

- You and/or your suppliers must have adequate Public Liability Insurance (of at least £5 million) in place for use of the venue and you must produce up to date evidence of such insurance to us.

#### Health and Safety

- During your booking, you must comply with all relevant Health and Safety Regulations, including having in place an appropriate evacuation plan. For regular users and those hiring a venue for a public event, we require a Risk Assessment prior to the hire.

## Food

- If preparing or serving food at the venue, you must keep all the tools, crockery and equipment clean and notify us of any breakages.
- You must ensure that the venue is returned to the condition in which you found it on arrival, we reserve the right to charge a fee for cleaning if this is not the case.

## Termination

- We retain the right, in our absolute discretion, to refuse or cancel a booking at any time for any good and sufficient reason or in the case of emergency.
- If a hirer (or a supplier used by them) contravenes any of these terms and conditions of hire, we reserve the right to cancel or shut down your event.
- We may cancel any Agreement if the venue is rendered unfit or becomes unavailable due to unforeseen circumstances. In this instance we will attempt to re-accommodate any bookings in another of our venues.
- Our booking policy states that regular hirers may need to be re-accommodated no more than once a quarter due to a block booking at the venue (Egerton Hall only). Hirers will be given as much notice as possible if and when this situation arises.

## Cancellation

- If you cancel prior to 28 days of your booking, a full refund will be given
- If you cancel within 28 days of your booking, no refund will be given

## Liability

- During the period of hire, you shall be responsible for all damages (including accidental damage), losses (including consequential losses), claims and costs arising out of your use of the venue.
- You are entirely liable and responsible for both you and your attendees (and yours and their property) at all times whilst you are at the venue.

## CHECKLIST – a few things you may need during your hire

- Bin bags (consider hiring large bins from SNC for large events or speak to your caterers)
- Washing Up Liquid
- Tea Towels
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