

**Westerham Town Council (WTC or the 'Council')**

**Hire of Council Chamber**

**Booking Form and Conditions**

	<b>Information required:</b>	<b>Complete the boxes below</b>
1.	<b>Name and address of hirer:</b> (Responsible person)	
2.	<b>Name and address of hirer's authorised representative:</b> (Complete only if hirer is a club or other form of organisation)	
3.	<b>Purpose of booking:</b>	
4.	<b>Date(s) of hiring:</b>	
5.	<b>Time(s) required:</b>	
6.	<b>Telephone number(s):</b> <b>(a) hirer;</b> <b>(b) (if relevant) hirer's authorised representative</b>	
7.	<b>Email address(es)</b> <b>a) hirer;</b> <b>(b) (if relevant) hirer's authorised representative</b>	

In order to comply with General Data Protection Regulation (GDPR), effective from 25th May 2018, WTC requires the signatory's consent to hold the personal information given on this form. Only relevant information is requested in order to facilitate the hire of the Council Chamber and its facilities. That personal data will never be shared with a third party. By completing this form, the signatory authorises WTC to holding and using such personal data in this way. The signatory may request its amendment or deletion at any time.

**PLEASE READ AND SIGN BELOW**

I, the undersigned:

- (a) represent and warrant that the information submitted to WTC on this form is correct;
- (b) confirm that I understand and accept the Council's attached Booking Conditions;
- (c) enclose payment in full of the hiring charges as specified in the Booking Form; and
- (c) *if the signatory is an authorised representative* represent and warrant that I have the full and unconditional authority of the hirer to make this booking.

Note: Please contact the Council's offices for a copy of/information concerning **WTC's no smoking, child protection and health and safety policies (see Booking Condition 3)** - Russell House, Market Square, Westerham, Kent. TN161RB (tel. 01959 562147),

**Dated:** .....

**Signature**.....

**Print name** .....

## Booking Conditions

1. As soon as reasonably practicable after receipt of the duly completed Booking Form WTC will, by letter or email, notify the hirer (or, if applicable, the hirer's authorised representative) whether or not the requested booking (*the 'booking'*) is accepted and (where relevant) if the request to sell alcohol is agreed to.
2. The hirer shall not use the Council Chamber, its facilities or any other part of the Council's premises (all and any of the foregoing being the '*premises'*') for any purpose other than that described in the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring into or onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol therein or thereon without written permission.
3. The hirer is responsible for complying with *WTC's no smoking, privacy, child protection and health and safety policies*.
4. The Hirer is also responsible also responsible for complying with any legislation, regulations and local authority or other requirements applicable to the booking and for obtaining any licences or permissions or other approvals or consents so applicable, including where relevant complying with such of the foregoing as may relate to:
  - (1) unobstructed access at all times to fire exits;
  - (2) safe use of the car parking area(s);
  - (3) safe use of the kitchen;
  - (4) fire regulation requirements; and
  - (5) the provision of alcohol (WTC permission required - whether for sale or otherwise) including, where required, obtaining a Temporary Event Notice from Sevenoaks District Council for the booking.

and the Hirer shall indemnify the Council from and against any and all liability of whatsoever nature and howsoever arising from the failure of the Hirer to comply with this condition whether by act omission or default and whether directly or indirectly, knowingly or unknowingly.

5. The Hirer is required to have Employers and Public Liability insurance cover with a reputable insurance company for at least two million pounds and the appropriate certificate shall be displayed in the Hall for the duration of the booking. **(The British Insurance Brokers Association tel 0370 950 1790 will give assistance).**
6. The Hirer shall report any damage caused during the booking to WTC and shall be responsible for making good such damage however caused, and the Hirer shall not make any claim against WTC for any loss of or damage to the property or for injury to any person during the booking or for any event causing the Hall to be unusable for the booking.
7.
  - (1) The hirer shall ensure the good conduct of those using and/or attending the premises for the purposes of or in connection with the booking and shall deal appropriately with any complaint made, whether by a member of the public at large or by any other person and shall on demand allow access by any police officer and/or any representative of WTC and if required shall immediately cease using the premises if requested to do so by any such person.
  - (2) The hirer shall indemnify and keep indemnified WTC from and against any and all claims, actions or proceedings for the death of or personal injury to any person that may occur or arise in consequence, directly or indirectly, of the use of the premises by the hirer for the purposes stated in the Booking Form or otherwise in connection with the booking.

8. At the end of the hire, the hirer must return all keys and leave the premises clean and tidy, the hirer acknowledging that if this is not done then the Council may charge the hirer for any resultant cleaning and associated costs and expenses it may incur.
9. No notices shall be attached to the building – WTC may be able to make spaces available inside WTC notice boards, which shall be maintained in accordance with current fire safety standards.

**Adopted: 25<sup>th</sup> June 2018**  
**Reviewed: 24<sup>th</sup> June 2019**  
**Reviewed: 29<sup>th</sup> June 2020**  
**Reviewed: 21<sup>st</sup> June 2021**  
**REVIEWED: Annually**