

**NELSON TOWN COUNCIL – UNITY WELLBEING CENTRE BOOKING FORM**

62 Vernon Street, Nelson BB9 9DE

Tel: 01282 697079 Mob: 07735 350735 Email: info@nelsontowncouncil.gov.uk

|                          |  |                        |  |
|--------------------------|--|------------------------|--|
| <b>Date of Booking</b>   |  |                        |  |
| <b>Name/Organisation</b> |  |                        |  |
| <b>Address</b>           |  |                        |  |
| <b>Postcode</b>          |  |                        |  |
| <b>Home phone no.:</b>   |  | <b>Work phone no.:</b> |  |
| <b>Mobile phone no.:</b> |  | <b>Email:</b>          |  |

**Are you a:**

**Community /Not for Profit Organisation\***

**Commercial/For Profit Organisation**

\* Please provide a copy of your constitution or Charity Registration number .....

**Please select**

**Unity Wellbeing Centre:** Main Hall  Pankhurst  Hardy  Café

**Refreshments @ £1.00 per person** Yes  No  Number Attending

|                                |  |                     |  |                       |  |
|--------------------------------|--|---------------------|--|-----------------------|--|
| <b>Day and date of event *</b> |  | <b>Arrival time</b> |  | <b>Departure time</b> |  |
|--------------------------------|--|---------------------|--|-----------------------|--|

|   |          |  |          |                              |          |                 |  |
|---|----------|--|----------|------------------------------|----------|-----------------|--|
| <b>Type of event</b>  |          |  |          | <b>Total cost</b>            |          |                 |  |
| <b>Do you require use of the PA/Music System?</b><br>A charge of £20.00 will be added to your booking |          |  |          |                              |          | <b>YES / NO</b> |  |
| <b>Are you using external equipment</b>   | YES / NO | <b>Are they PAT Tested</b>               | YES / NO | <b>Do you have insurance</b> | YES / NO |                 |  |
| <b>Are you having outside Catering?</b>   | YES / NO | <b>Will you be having entertainment?</b> |          |                              |          | YES / NO        |  |

\* If booking more than 1 day, please supply a separate list of dates and times needed.

**AGREEMENT**

This agreement is made, based on the information provided on this form between Nelson Town Council and the Hirer of the accommodation. It is agreed as follows that subject to payment being made at least **One month** prior to the requested function date, the Hirer will be allowed to use the accommodation as specified on the date and times requested.

The Hirer has agreed to the 'Conditions of Hire of Nelson Town Council' attached to this booking form.

Please check, complete and sign this form. (A booking cannot take place unless the form is signed).

|                                  | <b>Signature</b> | <b>Print Name</b> | <b>Date</b> |
|----------------------------------|------------------|-------------------|-------------|
| Hirer                            |                  |                   |             |
| On behalf of Nelson Town Council |                  |                   |             |

**TOTAL COST OF HIRING**

|                             |         |                            |                                   |
|-----------------------------|---------|----------------------------|-----------------------------------|
| <b>Payment received:</b>    | £ _____ | Cash / Cheque              | <b>Deposit included:</b> Yes / No |
| <b>Total amount banked:</b> | £ _____ | <b>Receipt Number</b>      | _____                             |
| <b>Deposit returned:</b>    | £ _____ | <b>Customer signature:</b> | _____ <b>Date:</b> _____          |

## **DEPOSIT**

(N.B: Deposit needs to be paid in advance and will only be returned in full if:

- The building is left in a **clean and tidy condition**
- Should the premises **not be vacated by the time shown in the agreement**, the hirer shall be liable to an additional charge.
- The deposit is reclaimed within 3 months of the hire.  
(Additional charges will be deducted initially from the deposit paid).

## **IMPORTANT INFORMATION**

Return booking form at least one month prior to the proposed booking date to:- The Town Clerk, Nelson Town Council, Town Hall, Market Street, Nelson, BB9 7LG. Your full payment must be received at least one month prior to your function date by using the following payment methods: Cash or cheque

If you have any queries about this form or your booking please ring 07735 350735

### **PLEASE NOTE:**

- **You have booked this event in line with the LICENCING REGULATIONS.**
- **Persons over the maximum amount permitted per room cannot be admitted to the facility.**
- **CANCELLATIONS MUST BE IN WRITING TO THE TOWN CLERK AT THE ABOVE ADDRESS (REFER TO YOUR CONDITIONS OF HIRE)**
- **Any additional equipment brought into the building must be fit for purpose and covered by public liability insurance. Only companies approved by the Council may be used.**

Sessions are determined as;

|                          |                           |
|--------------------------|---------------------------|
| <b>Morning Session</b>   | <b>8:00am to 12:30pm</b>  |
| <b>Afternoon Session</b> | <b>13:00pm to 17:30pm</b> |
| <b>Evening Session</b>   | <b>18:00pm to 11:00pm</b> |

Please be mindful of local residents

**Fees for Community/Not for profit organisations per session:**

**Payment must be made for each session or part of session hired**

|                       |                            |
|-----------------------|----------------------------|
| <b>Main Hall</b>      | <b>£80.00 per session</b>  |
| <b>Pankhurst Room</b> | <b>£30.00 per session</b>  |
| <b>Hardy Room</b>     | <b>£30.00 per session</b>  |
| <b>Café</b>           | <b>£40.00 per session</b>  |
| <b>All Rooms</b>      | <b>£150.00 per session</b> |

- ❖ Should the premises **not be vacated by the time shown in the agreement**, the hirer shall be liable to an additional charge of £30.00.
- ❖ Also if numbers exceed from the specified amount then an additional charge will be made of £30.00.

**Fees for Commercial/For profit organisations per session:**

**Payment must be made for each session or part of session hired**

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>Main Hall</b>      | <b>£100.00 per session or part of</b> |
| <b>Pankhurst Room</b> | <b>£50.00 per session or part of</b>  |
| <b>Hardy Room</b>     | <b>£50.00 per session or part of</b>  |
| <b>Café</b>           | <b>£75.00 per session or part of</b>  |
| <b>All Rooms</b>      | <b>£270.00 per session or part of</b> |

- ❖ Should the premises **not be vacated by the time shown in the agreement**, the hirer shall be liable to an additional charge of £25.00.
- ❖ Also if numbers exceed from the specified amount then an additional charge will be made of £25.00.

All fees are subject to review, the above fees will be fixed until the 31<sup>st</sup> December 2020, after this date please check the relevant fees when booking.

# Conditions of Hire of Unity Wellbeing Centre

## **These conditions form part of your application for hire of a venue (Please read carefully before signing the booking form)**

Please note: For the purpose of these conditions, the word "he" refers to the hirer, whether male, female, partnership or group.

1. **CONDITIONS OF HIRE -You as the Hirer of the facilities are bound by the conditions of hire, it is essential that you read and comply with the conditions in order that the smooth running of your function is assured.** These conditions apply to the hire of accommodation in Unity Wellbeing Centre, Vernon Street. These conditions will apply and shall form part of any Contract for such hire.
2. The Hirer shall not use the accommodation or cause or permit the accommodation to be used for a function type other than that for which the accommodation is hired to him, in particular the Hirer shall not use it or cause or permit it to be used:
  - (a) For the purpose of gaming; or
  - (b) For amusements with prizes except in compliance with the provisions of the Betting, Gaming and Lotteries Act 1963.
3. All applications for hire of any part of the accommodation must be made on the prescribed booking form to The Town Clerk, Nelson Town Council, Town Hall, Market Street, Nelson BB9 7LG
4. The Hirer must be over 18 years of age and is expected to be present throughout the function.
5. If following an application for the hire of the accommodation, an offer of booking is made to the Hirer, which he proposes to accept, he must pay a deposit, the amount of which to be stipulated by Nelson Town Council, in respect of the booking and other facilities (if any) to be supplied. **He must pay the balance of charges at least twenty one days prior to the function date. All hire charges are subject to an annual review.** Hirers should note that notwithstanding the charges recorded on the booking form forming part of the agreement, the charges will be those prevailing on the function date.
6. **CASH PAYMENTS** cannot be accepted after 2pm on any working day.
7. **CANCELLATIONS** – all cancellations must be in writing to The Town Clerk, Nelson Town Council, Town Hall, Market Street, Nelson BB9 7LG. Cancellations by email to [info@nelsontowncouncil.gov.uk](mailto:info@nelsontowncouncil.gov.uk) are acceptable.
- 8.
9. **CANCELLATION NOTICE –**
  - (a) If the Hirer cancels a booking 4 weeks prior to the event then a £5 admin fee will be incurred, which will be deducted from the deposit.
  - (b) If cancellation is within 2 to 4 weeks prior to the event, the Hirer will pay 50% of the overall costs.
  - (c) If cancellation is less than 2 weeks prior to the event, the Hirer will pay 100% of the overall costs.
  - (d) If the hirer changes the date a £5 admin fee will be incurred.
10. In the case of a local or national emergency Nelson Town Council reserves the right to cancel all bookings at short notice without liability for compensation of any kind whatsoever. Nelson Town Council will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled, it gives no warranty that the hall is legally or physically fit for any specific purpose.
11. The benefit of the agreement is personal to the hirer and not assignable or capable of being sub-hired.
12. Nothing shall be done in the preparation for, or during the hiring of the accommodation which the Town Clerk considers will in any degree cause danger from fire; and in particular:
  - (a) No additional light of any kind in addition to the ordinary lights provided by the Authority shall be put up or used except with the previous consent.
  - (b) No gas or electric lights, fittings or fixtures shall be interfered with.
  - (c) No naked flames are to be used on the premises.
  - (d) No cotton wool or highly inflammable material is to be used for decoration or other purposes.
  - (e) No additional cooking equipment is allowed on the premises.

In the event of permission being granted for the fitting of additional lighting (eg. for stage shows/concerts) it must be inspected and approved by an Electrical Inspector approved by Nelson Town Council. The cost of which, is to be paid by the hirer.
13. No nail or fastening of any kind shall be driven or put into any wall, floor, partition, pillar or other furniture or fitting, nor should any other damage be done to the accommodation, nor shall any advertising bill or placard be put up or displayed inside or outside the accommodation without the prior permission from the Town Clerk.

14. The period for which the rooms are hired must include access and vacation by caterers, bar service, entertainers and organisers for the purpose of laying tables, decoration of rooms, preparation of food and any other work.
15. Should the premises not be vacated by the time shown in the agreement the Hirer shall be liable to an additional charge for each hour or part thereof. Such additional charge will be deducted initially from the £15 deposit paid.
16. Hirers will be responsible for engaging their own caterers and must be stated on the booking form.
17. All food intended to be consumed must be served from the place designated by Nelson Town Council, they cannot accept any responsibility for any breach of Food Hygiene Regulations by an outside caterer or self-catering arrangement.
18. The entrance doors to the accommodation will be open at the time requested by the Hirer and **no person shall be admitted in excess of the maximum number permitted** in the accommodation hired. If in the opinion of the Authority, Stewards / Doormen are required, the hirer shall be responsible for the cost of providing however many Stewards / Doormen Operational Services considers necessary.
19. The Hirer shall keep every entrance and exit in connection with the accommodation clear of all obstruction and ready to use in the case of emergency.
20. All visitors must sign the visitors book in the reception area upon arrival at and departure from the Unity Centre, this includes Councillors. In respect of functions only the lead name need sign in at the commencement of the hire period and sign out at the end.
21. In the event of a fire, the lead person in respect of the function/meeting room booked is responsible for the evacuation of the hire area booked and complying with the fire regulation procedures in place
22. All parts of the accommodation shall be free and open to the access and attendance of Police Officers on duty, The Town Clerk and authorised servants or agents of Nelson Town Council, who shall have full powers to enforce the observance of these conditions as well as for the preservation of peace and good order.
23. Any dance which places unusual or sudden stress upon the floor of the accommodation, or any footwear which may cause any marking or damage, or substances such as resin placed on the floor or soles of shoes to alter the slippiness of the floor is forbidden. The decision as to whether any particular dance or activity involves such stress or footwear being unsuitable shall be made by Nelson Town Council.
24. The Hirer shall leave the accommodation hired and the fixtures, fittings and articles therein in a clean and good order and condition.
25. The Hirer agrees to abide by the conditions of the Public Entertainments License, details of which are available from Nelson Town Council.
26. The Hirer shall not bring alcohol on to the premises for re-sale; alcohol for personal consumption shall not be brought on to the premises without the prior consent of Nelson Town Council.
27. The Hirer undertakes to carry out or cause to be carried out, promptly and to the best of his ability, all instructions and directions given by the Town Clerk of the accommodation during the period of the hire which have the object of ensuring that these conditions are observed and performed.
28. The Hirer is to take good care of and not cause any damage to be done to the Room or to any fittings equipment or other property in the Hall. The Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible or anyone permitted by the Hirer to enter the Hall.
25. (a) Nelson Town Council will not be liable for the death of or injury to any person attending the Building for the function the subject of the hiring or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of Nelson Town Council.  
(b) Nelson Town Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Hall either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of Nelson Town Council.  
(c) The Hirer will indemnify Nelson Town Council against all such liabilities as are mentioned in this Condition.
29. The Hirer shall **take out appropriate insurance** for group hires, fundraising events and other activities to cover public liability and insurance of the equipment.
30. The hirer shall **take out appropriate insurance** if providing any play equipment and ensure all equipment is correctly supervised. Only equipment approved by the Council may be brought onto the property.
31. Please note the additional cooking equipment ie: propane / gas grills are **not allowed** on the premises.
32. If you are having entertainment, it is the hirer's responsibility to provide details to Nelson Town Council upon booking the venue.
33. The Hirer confirms that they have read, understand and agree to comply with the Fire Regulations Procedures in place.
34. **SMOKING AND THE USE OF ELECTRONIC CIGARETTES IS STRICTLY PROHIBITED IN THE BUILDING.**

**Covid-19 Disclaimer**

**We hereby confirm that all participants and guests at our party/ function have been expressly informed about the risks of COVID-19. We hereby confirm that all involved will adhere to COVID-19 rules and regulations at all times. We hereby acknowledge that Nelson Town Council is not responsible at any time for any COVID-19 related harm at the functions to any guests/ those involved.**

**The party organiser is responsible for the behaviour of their guests and will ensure that they follow all the guidance as advised by the Unity Well Being Centre caretaker before the event takes place.**

\_\_\_\_\_ **(on behalf of Nelson Town Council)** \_\_\_\_\_ **(date)**

**I accept that I am responsible for the guests at the function to act in accordance with COVID-19 regulations as outlined by the Government.**

\_\_\_\_\_ **(person hiring the facilities)** \_\_\_\_\_ **(date)**