

FILEY TOWN COUNCIL

APPLICATION FOR USE OF COUNCIL OFFICES, 52A QUEEN STREET, FILEY

This form must be signed and returned before a booking can be confirmed

Name of Applicant/Organisation

Promotor Address

..... Tel. No.....

Purpose for which room required Nos. Attending

Please tick requirements : Council Chamber Committee Room

Dates required

Time required (Inclusive of set up & clear away)
(No hiring to extend beyond 10.30 p.m.) From To

Will any alcoholic liquor be served during the function ? YES / NO

If yes, written consent must be obtained before the event

Name and Address of Licensee

Will music be played : YES / NO If yes, by what means

IF THE APPLICATION IS CONFIRMED I / WE AGREE :-

- (a) To be responsible for the good conduct and orderly behaviour of persons admitted to the function during such times as they are within the premises or within the precincts of the premises.
- (b) To ensure that the function is properly supervised and controlled.
- (c) To indemnify the Town Council against any personal injury or damage; loss or breakages which may occur during the period of hiring, and to reimburse the Town Council for any expenditure in which they may be incurred in making good such loss and damage.
- (d) To exercise all necessary and proper safety precautions and ensure that all exits remain unobstructed throughout the hiring.

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- (e) To comply in every respect with the conditions of any licence or permit granted in respect of the building or particular function.
- (f) ***The Town Council operates a NO SMOKING POLICY for this building, which the hirer MUST undertake to comply with.***
- (g) **Under no circumstances should the Mayor’s podium, Councillors oak desks and chairs, in the Council Chamber, be used by the hirer as they are prone to damage – stacking chairs and folding tables are available for your use.**
- (h) To ensure that the premises are vacated by the time stated and left in a clean and tidy condition. Any periods in excess of this time will be charged in accordance with Town Council policy (see charges).
- (i) To comply with all reasonable requests made by the Caretaker or any other authorised Officer of the Town Council.
- (j) That should it become necessary to cancel the reservation **within 10 days** of the event, I agree to pay a cancellation fee of **25%**. **Cancellation is only acceptable in written form.**
- (k) **To agree to inform all occupants of the Town Council’s evacuation procedures and evacuation point in the event of fire.**

Date Signature of Applicant
 (Authorised to sign)

On behalf of (Print Name)

The completed application should be sent to :

**Filey Town Council
 Council Offices
 52A Queen Street
 FILEY
 YO14 9HE**