**UPPINGHAM TOWN COUNCIL**

**Application Form**

Applications for hire of the rooms are made through the Clerk of the Council, Sharon W Coe or Cynthia Ondeng (Admin Asst) at the Town Hall, 49 High Street East Uppingham. telephone 01572 822681, from whom the application form is available. The form is also available online **here** The person signing the form will be deemed to be the hirer.

**Hire Charges**

The cost of hiring the Town Hall is **£20.00** per hour. The cost of the Council Chamber is **£12.00** per hours. Over and above, a deposit of £50 will be required to be paid in advance. This deposit will be refunded provided that no damage or excess cleaning has occurred. (Refer to condition 8)

**Cancellation of a Hire**

Should the hirer cancel the booking of the room the Council reserves the right to impose a cancellation fee as follows:

 ▪ Cancellation from 3 to 2 months before booking 25%

 ▪ Cancellation from 2 to 1 month before booking 50%

 ▪ Cancellation under 1 month before booking 75% unless the room is re-let on the particular date.

The Council, through its Clerk, reserves the right to cancel any booking should there be good reason for doing that. In such a case there will be no charge to the potential hirer.

**Number of Persons to be Admitted.**

The maximum number of persons to be allowed in the Main Town Hall at any one time is 120.

The Council chamber will hold 40 people in a meeting format.

**Opening and Closing**

A member of Council’s staff on duty will open the room, in time for the commencement of the booking. Council staff will attend to lock and secure the room at the end of your booking time. Hirers should ensure that users keep to the agreed booking time. Any extra time will be charged for at £5.00 per extra 1/2hr.

**Use of Kitchen & Toilets**

This is included in the hiring charge. On vacating the kitchen hirers are required to check the following: - a) All crockery is washed and stored away in the cupboards. b) All surfaces have been wiped clean. c) All electrical equipment is unplugged, and switches are in the 'off' position. d) All food rubbish is taken away.

**Smoking**

The Town Hall is a “NO SMOKING” environment, and this applies to all areas inside and outside. Smoke detectors are installed. All lettings are unaccompanied and, therefore, the hirer bears full legal responsibility for anyone smoking on the premises and who is on the premises as a result of the hire in question.

• Smoking in smoke free premises or work vehicles: a fixed penalty notice of £50 (reduced to £30 if paid in 15 days) imposed on the person smoking. Or a maximum fine of £200 if prosecuted and convicted by a court.

• Failure to display no-smoking signs: a fixed penalty notice of £200 (reduced to £150 if paid in 15 days) imposed on whoever manages or occupies the smoke free premises or vehicle. Or a maximum fine of £1000 if prosecuted and convicted by a court.

• Failing to prevent smoking in a smoke free place: a maximum fine of £2500 imposed on whoever manages or controls the smoke free premises or vehicle if prosecuted and convicted by a court. There is no fixed penalty notice for this offence.

**General Security and Use of Premises**

It is a condition of letting that persons/organizations hiring rooms and facilities at the Town Hall premises will be held responsible and liable for any damage and any loss of contents. In view of the hirer’s responsibilities the following measurers must be taken:

Before leaving the premises, the hirer must ensure that all windows are locked and secure, and all lights and electrical appliances are switched off.

The toilets have been checked, and all taps turned off.

The floors are left clean and tidy and swept, if necessary, particularly after dancing classes or aerobics classes.

All rubbish must be taken away.

Failure to observe the above or leave the premises as found resulting in rectification costs, incurred by Council, these costs will be taken out of the deposit or if damage is in excess of £50, any necessary action/repairs will be invoiced.

**Action in the event of a fire**

The Fire Alarms are located:-

in the Main Hall by each emergency exit door,

next to the front door to High Street East,

in the upstairs council chamber.

Please make sure that all users are aware of the information contained in the attached ‘Action to be taken in the event of a Fire.’

**First Aid Equipment**

There is a First Aid Box both in the Kitchen and in the upstairs chamber.

**Complaints**

Any complaints should be directed to The Clerk of the Council, Town Hall, 49 High Street East, Uppingham. Telephone: 01572 822681 Email: townclerk@uppinghamtowncouncil.gov.uk

**ACTION IN THE EVENT OF FIRE**

IF YOU DISCOVER A FIRE

ACTION 1 Immediately operate the nearest fire alarm call-point

ACTION 2 Attack Fire, if possible, with appliances provided but DO NOT take personal risks ON HEARING THE FIRE ALARM

ACTION 3 a) The Clerk or office staff will call the Fire Brigade immediately by dialling 999.

 b) In the event of the office staff not being available, the person discovering the fire or someone on their behalf will telephone the Fire Brigade.

 c) Give operator telephone number (822681) and ask for FIRE.

 d) When Fire Brigade answers, give call distinctly i.e., FIRE AT UPPINGHAM TOWN COUNCIL, TOWN HALL, 49 HIGH STREET EAST UPPINGHAM

 e) DO NOT replace receiver UNTIL address has been repeated by the Fire Brigade.

ACTION 4 All personnel will, on hearing the fire alarm, leave the building by the nearest FIRE EXIT and report to the assembly point at the CAR PARK at the rear of the building.

ACTION 5 Where practicable, each floor will be checked and evacuated by persons designated.

**REMEMBER**

A) REMAIN CALM - DO NOT PANIC.

B) DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

C) DO NOT RE-ENTER BUILDING UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE OFFICER.