



Ross-on-Wye Town Council

Town Hall Lettings Conditions

DEFINITIONS

“The Council” means Ross-on-Wye Town Council.

“Town Clerk” means the person appointed by the Council to exercise overall management of the premises in Ross-on-Wye.

“Lettings Officer” means the person appointed by the Council to exercise day-to-day management, supervision and control of the premises, or their duly authorised representative.

“Hirer” means the name of the person named on the booking form.

LETTINGS CONDITIONS

1. All letting dates will be authorised by the Lettings Officer.
2. No person(s) shall occupy or take possession of the building or surrounds or deposit any goods, equipment or utensils upon the building or surrounds until authorised to do so.
3. To ensure all organisations have equal opportunity to utilise the facility, hirers are restricted to holding a maximum of four booking dates at any one time.
4. Under no circumstances may the Town Hall be sub-let, transferred or assigned. In the event of the Lettings Officer having reason to suspect this is happening, the Council reserves the right to suspend use of the Town Hall pending further investigation.
5. Letting fees remain payable in the event of all absences including sickness, payable in advance and non-refundable.
6. The Hirer will undertake a Risk Assessment for their specific function and take every possible step for securing the safety of the public and the functions held at the Town Hall including providing adequate stewarding of the event where appropriate.
7. If the hire period is outside normal office hours, the key will only be left with an individual known to the Lettings Officer, who must be attending the meeting and will be responsible for unlocking and locking up.
8. Any refreshments required will be provided by the Hirer.
9. There is a £15.00 charge per two-hour period for local charitable organisations and local community groups.
10. Charity and community groups outside the town will be charged £25.00 per two-hour period.
11. Commercial organisations will be charged £50.00 per two-hour period.
12. The Hirer is responsible for ensuring the building is left clean and tidy, as found.
13. Ross-on-Wye Town Council reserves the right to amend, alter or delete any of the foregoing conditions or terminate this Agreement on giving one month’s written notice of its intention to do so.

Reviewed by the Finance & Property Sub- Committee April 2024



Ross-on-Wye Town Council

TOWN HALL APPLICATION FORM

Please complete the attached form and return it to Ross-on-Wye Town Council, Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN or by email to admin@rosstc-herefordshire.gov.uk

Important information.

- The Council Chamber is approximately 40m².
- The room is available to organisations on application to the Ross-on-Wye Town Council.
- The room is not normally available at weekends unless a councillor is in attendance.
- Applicants must complete the form below and return it to the Lettings Officer at the above address or by email to admin@rosstc-herefordshire.gov.uk, payment will be required in advance and you will be invoiced should your application be successful.
- Applicants must agree to the letting conditions enclosed.

Date required	Time (including setting up and removal)	Start End	Actual time of event	Start End	
Contact Name		Name of Organisation			
Email Address		Telephone No. Mobile No.			
Postal Address					
Are you applying as (please circle as appropriate)	An individual or Individuals	A limited company	A recognised club or Society	A charity	Other (what)
Purpose for which room is to be used (please circle as appropriate)	Meeting	Reception	Exhibition	Other (please describe)	
Will you be providing any sort of refreshment?	If yes, please specify			How many people do you expect?	
Any further information relevant to this application					

Privacy Notice for Booking the Town Hall

Your details are held by Ross-on-Wye Town Council (the data controller) in accordance with the Data Protection Act to enable the administration of the application.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN.

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rosstc-herefordshire.gov.uk/>

Data Protection: Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting us directly.

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.
- No, I would not like to receive any further communications other than for the purposes of this application

Please return completed form to the Ross-on-Wye Town Council,
Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN
Phone: 01989 562373 email: admin@rosstc-herefordshire.gov.uk

Office use—Please leave blank					