**PRINCES RISBOROUGH TOWN COUNCIL**

Princes Centre, Clifford Road, Princes Risborough, Bucks HP27 0DP

Town Clerk: Susanne Barter

Telephone: 01844 275912

Website: www.princesrisborough.gov.uk

**Contact: Bookings Officer**

**E-mail: bookings@princesrisboroughtowncouncil.gov.uk**

## Hirer details:

## Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Name of Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Please fill in booking details below:

## Purpose of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Date & Time of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Expected Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Guidelines for the use of the Market House

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|  | **Registered Charity** | **Commercial** |
| **Hourly rate (minimum booking of 2 hours)** | **£12.00 incl VAT** | **£21.00 incl VAT** |

##

We are delighted to offer the use of our Market House at the above specified rates to local organisations, residents and charities. If you have any additional needs or special requests, we will be happy to consider them.

1. The Market House is available Monday – Friday (9am – 5.30pm). However, requests to use the Princes Risborough Town Council Market House after regular business hours will be considered.
2. A person of 18 years of age or older must accept responsibility for the room and must be present at all times, whilst the Market House is in use by the Hirer.

### The seating in the room is for a meeting layout for 2-12 people. See attached plan. If you require the seating to be arranged for a meeting for up to 18 people (see option 1), please advise the Town Council. A fee of £25 will be charged to set the room up and return to its original order. Capacity of the room is 18 people seated.

1. We provide a standing hot and cold-water cooler, disposable cups, glasses, spoons, tea, coffee and UHT milk which you are welcome to use.

### You may park to load and unload, but no parking space is available for Market House users, however, we are happy to provide you with detailed information on parking available in the town centre on request. This information can also be accessed directly from our website.

1. You may be required to participate in unannounced fire drills in order to familiarise yourselves with the evacuation procedure. A responsible member of the Hirer will be given an initial fire evacuation induction.
2. Furniture, stands, displays or other equipment must not be positioned in front of exit doors or in escape aisles.
3. You will be required to keep a register of all persons on the premises for fire safety purposes. An up-to-date copy must be with the organiser at all times to be used in the event of an emergency.
4. Any electrical equipment brought onto the premises must have been tested for electrical safety and be properly labelled.
5. A risk assessment for the Market House is part of the hire pack. However, depending on the activity the Hirer is undertaking on the day, we cannot be responsible for the activities that are carried on within the Market House, so we do urge organisations to complete their own risk assessment for their activities and to take any relevant and appropriate action. A copy of this assessment must be made available to us on request.
6. A reservation must be made at least a week in advance, with an estimate to the number of people that will be using the Market House.
7. The room and toilets must be clean and tidy. Any additional costs we incur in putting the room back will be charged to you directly.
8. Princes Risborough Town Council reserves the right to charge for any loss or damage caused to equipment or premises.
9. Smoking is not allowed in the Market House, or directly outside the premises. If you wish to smoke, please leave the premises entirely.
10. No alcohol is permitted in the Market House or directly outside of the premises.

### Any rubbish or belongings must be removed after the end of each session. If you fail to do this, it may result in a charge.

1. Please ensure you bring with you tape/cable protector if you are using equipment where cables are going to be running through the Market House. This is to avoid injury, as people within the Market House may trip over the loose cables. If the equipment is provided by us, we will provide all safety equipment.
2. The Hirer must ensure that the booked space, any equipment hired for an activity, and the Market House facilities are fit for the purposes of the activity/event. The Hirer should consider conducting a risk assessment if appropriate and provide their own insurance to cover the activity/equipment provider. To the extent permitted by law, Princes Risborough Town Council takes no liability for accident or injury caused by the Hirer’s activity.

### Please sign and date to confirm you agree with the above conditions.

**Signature** ……………………………………………………………………………… **Date** Please return the signed copy to at the Town Council office or e-mail bookings@princesrisboroughtowncouncil.gov.uk

### Market House Booking Information

This room located in the recently restored historic market building on the first floor in the centre of Princes Risborough is available for hire.

Due to our convenient location in the centre of Princes Risborough Town, the Market House, located in the Town Hall, is a popular venue to hire for formal and informal meetings or gatherings.

### Description of room

**Market House**: A small room which is suitable for meetings. The room can be adjusted to be laid out theatre style and boardroom style. The room has a seating plan for up to 18 persons. Adjacent to the room is located a toilet with hand basin. A floor standing hot and cold-water cooler is provided within this room.

### Facilities:

TV /I.T. Hub /Free Wifi

Tea making facilities, including disposable cups and glasses, tea, coffee and UHT milk. Cold water cooler.

### Fire Procedure

In the event of a fire, there is a procedure that we have in place that must be followed. Please ensure that you are aware of this procedure, on the day of your arrival.

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| **Risk Assessment**  |
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| **Details of risk/hazard**  | **Assessment**  | **Reductions/Mitigation Actions**  | **Action Required**  |
| **Impact** | **Likelihood**  |
|  |
| **Blockage of escape routes**  | High | Low  | Organisations are advised to keep all fire exits and aisles clear at all times whilst using the Market House.  | To ensure organisations have read through the guidelines provided, and that they have signed these guidelines and this will notify us they have read through them and will comply with them. |
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| **Cables running through the Market House** | High  | Medium  | Organisations are advised to use cable protectors over cables running through the Market House or tape down the cables to avoid the risk of anyone tripping.  | To ensure organisations have read through the guidelines provided, and that they have signed these guidelines and this will notify us they have read through them and will comply with them.  |
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| **Injuries which may occur, from the movement of tables and chairs within the Market House.**  | High | Medium  | The tables are designed to be easily movable, they have attached wheels, so there is no need to lift the tables. The tables are also designed to fold away for easier storage. Organisations will be shown how to fold away the tables on request.  | To ensure organisations have read through the guidelines provided, and that they have signed these guidelines and this will notify us they have read through them and will comply with them.  |

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| **Electrical Equipment**  | High | Low  | All electrical equipment brought onto the premises must have been tested for electrical safety and be properly labelled with the appropriate labels. This is to afford any defects with equipment and shock to users.  | To ensure organisations have read through the guidelines provided, and that they have signed these guidelines and this will notify us they have read through them and will comply with them.  |
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| **Storage of Flammable Materials** (Cleaning Products)  | High  | Low  | We will ensure that all chemical products are stored away on arrival.  | No further action required.  |
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| **Entrance to Market House**  | Medium  | Low  | Please ensure you take care when you enter the Market House, especially when weather conditions are not good. | No further action required.  |
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| **The use of displays**  | Medium  | Low  | Ensure that when putting up displays, you are careful and they are secure. This is essential so that they do not fall down and injure someone unexpectedly.  | To ensure organisations have read through the guidelines provided, and that they have signed these guidelines and this will notify us they have read through them and will comply with them.  |

 Please complete other risks specific to your chosen activities or reason for hire

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| **OTHER**  |  |  |  |  |

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| **OTHER** |  |  |  |  |

Please sign on behalf of your organisation

\* I confirm that I am authorised to sign on behalf of my organisation

\* I also confirm that I have read and understood my obligations with regards to the health and safety of members of my organisation and others in connection with the hire of this venue.

Name (Printed) Signature Date

Thank you for completing the form.

Please email the complete form to bookings@princesrisborough.com for the attention of Bookings Officer

