

# Teignmouth Town Council



## BITTON HOUSE FUNCTION BOOKING FORM

Date of Function	
Start Time	
Finish Time	
Name	
Organisation	
Address	
No. of attendees	
Telephone	
Email	

<u>Type of Function</u>	Please Tick
Social Function	<input type="checkbox"/>
AGM	<input type="checkbox"/>
Professional or Business Meeting	<input type="checkbox"/>
Wedding Ceremony (Mayor's Parlour)	<input type="checkbox"/>
Wedding Ceremony (Council Chambers 1 & 2)	<input type="checkbox"/>
Wedding Reception	<input type="checkbox"/>

**PLEASE NOTE: IF YOU ARE GETTING MARRIED AT BITTON HOUSE, PLEASE MAKE SURE YOU HAVE INFORMED THE REGISTRAR. WE ARE A SEPARATE ORGANISATION. PLEASE INFORM BOTH THE REGISTRAR AND BITTON HOUSE IF YOU ARE CANCELLING A WEDDING. THANK YOU.**

Emergency Contacts: Tracey Higgs (07702214032) & Iain Wedlake (07753234820)

# Teignmouth Town Council

T. Higgs  
Town Clerk



Town Clerk's Office  
Bitton House  
Bitton Park Road,  
TEIGNMOUTH  
TQ14 9DF

## Bitton House Room Hire Prices 2019/20

All prices are for a single Council Chamber and include use of the kitchen facilities. A discount of 10% is available to any booking of 5 or more sessions, if paid for in advance. Hire of a projector and/or projector screen is available at flat cost of £5.00 per session.

### Day Rates

9.00am – 16.30pm, weekdays

Price per session (4 hours)	£34.00
Each additional hour	£10.00

### Evening Rates

16.30pm – 23.00pm, weekdays

Price per session (4 hours)	£44.00
Each additional hour	£10.00

### Weekend Rates

9.00am – 23.00pm, weekends

Price per session (4 hours)	£57.00
Each additional hour	£10.00

### Concessionary Rates

Available to charitable and community groups only, 9.00am – 23.00pm, Monday to Sunday

Price per session (4 hours)	£24.00
Each additional hour	£10.00

## CONDITIONS OF HIRE

### 1. DEFINITIONS

- (a) The **HIRER** shall include the person signing the Booking Application Form and/or the organisation on whose behalf such application was made.
- (b) The **COUNCIL** shall include its officers, servants or agents or any persons authorised by them.

### 2. PURPOSE

- (a) The hirer shall use Bitton House for the purpose stated on the booking form only, and for no other purpose whatsoever. The times as stated on the booking form must be adhered to.
- (b) The hirer shall not sub-let Bitton House, or any part thereof.

### 3. TIMES OF EVENTS

Public dancing, singing, music or other public entertainment of the like kind shall only take place in the said premises on the following days, during the hours specified and only with the approval of the Town Council. Specified hours:

MONDAYS TO FRIDAYS	09.00 – 23.00
SATURDAY	10.00 – 23.00
SUNDAY	10.00 – 22.00

(**NB.** Bitton House is not available on Bank Holidays, or the Christmas & New Year's period, as the house is closed. Hirers are advised to check with the office at Bitton House for these dates in advance of any booking)

### 4. SELLING ALCOHOL AT EVENTS

The Bitton House Premises Licence does not cover the selling of alcohol.

Any event at which alcohol is to be supplied is subject to a **Temporary Event Notice**. Hirers must do the following when applying for a TEN:

1. You must, initially, request permission from the Town Council.

2. If this permission is granted you will be sent information about applying for a TEN together with the Bitton House Booking Form.
3. The hirer, not the Council, is responsible for applying for the TEN.
4. Hirers must deliver two copies of the application to the Licensing Authority (Teignbridge District Council) and one copy to the police. A further copy must be sent to the Town Council with your booking form.

## **5. STEWARDS**

In accordance with the requirements of the Health and Safety Act and/or the Public Entertainments Licence, the hirer shall be responsible for nominating stewards for their event, as follows:

- (a) A minimum of **two** stewards must be named, all of whom must be over 21 years of age.
- (b) One of the stewards must be the Authorised Person and be on the premises at all times.

At any event, the following conditions must be observed:

- Stewards shall be in attendance at all times whilst the house is open to members of the public.
- Stewards must wear distinctive clothing or armbands to make their role obvious to those attending, and to any fire or police officer.
- Stewards must make themselves aware of the fire exits and have contingency arrangements to evacuate the building if the need arises.
- A nominated steward must make contact with the Caretaker at the beginning of or before the event to ensure that all the necessary arrangements are in place and the condition of the house and equipment meet the hirer's requirements.
- A nominated steward must meet with the Caretaker at the end of the event and accompany him around the building to ensure that everyone has vacated the premises, and to check for losses or damage.
- **If a TEN has been approved, there may be conditions included within the approval regarding Door Staff. The Town Council may require additional staff to be employed. Please note that only Registered Door Staff are able to stop any member of the public entering an event, or use reasonable force to evict a member of the public from an event. Door staff or stewards that are not registered cannot use physical force to prevent anyone entering your event. If you do not have Registered Door staff and it is likely that members of the public will try and gain entry, without authorisation, you may not be able to adhere to these Conditions of Hire in terms of keeping Good Order.**

- The Town Council reserves the right to impose a condition that Registered Door Staff be employed and the number of Registered Door Staff to be employed.

## **6. CAPACITY**

(a) For seated events the maximum attendance must be indicated to and approved by the Council. This must not be exceeded.

(b) Where seating is not required, the maximum number of persons permitted in each council chamber is 35. Where the divider between the council chambers has been opened the capacity is 70. This must not be exceeded.

**The Authorised Person is responsible to ensure that the maximum number of persons permitted to be in Bitton House at any one time is not exceeded.**

## **7. HEALTH & SAFETY**

Hirers should undertake a risk assessment to quantify hazards, which might arise during the event and devise procedures to minimise any hazard. In addition, hirers are responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974.

## **8. FOOD HYGIENE**

Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training and instruction in food hygiene. Advice can be obtained from the Environmental Health Service, Teignbridge District Council. Tel; 01626 361101.

## **9. GOOD ORDER**

The hirer shall be responsible for keeping good order in the house and, if the Council directs, provide and pay for additional stewards and/or Police as the Council considers necessary for the proper conduct of the function. Any decision made by the Council is final and not negotiable.

**Please note: The hirer should be aware that Bitton House is situated in a residential area and that every reasonable precaution must be taken to prevent disturbance to occupiers of neighbouring properties, both during and after the**

**event. The hirer should advise their audience / clients to leave the area of the house in a quiet and responsible manner.**

The Council shall not be responsible for any loss or damage due to any breakdown of machinery, failure of the power supply, leakage of water or gas, fire, government restriction or Act of God which may cause the house to be closed and the hiring interrupted or cancelled. The hirer shall indemnify the Council against any claim which may arise out of the hiring or which may be made by any person or agent of that person who has suffered any loss, damage, injury or death whilst they were in the house during the period of hire.

### **10. PAYMENT OF THE HIRE CHARGES**

When booking the event, or 28 days before the event when booked well in advance, the hirer shall pay to the Council a deposit of £30.

Hirers will at this point receive an invoice for the total balance of the event, which must be settled 7 days in advance of the event.

**NB: If this invoice is not settled 7 days in advance of the event, the event will not be allowed to go ahead.**

(At the discretion of the Council, alternative arrangements may be made for frequent hirers)

### **11. CANCELLATIONS**

(a) By the hirer if made by letter:

(i) received by the Council three months or more before the date of hiring, the deposit shall be repaid to the hirer, less an administrative charge of £10.00.

(ii) received by the Council less than three months before the date of hiring, a refund of the deposit, less an administrative charge of £10.00, shall **ONLY** be made at the discretion of the Council.

(b) The Council reserves the right to cancel the event and amend the conditions of hire without notice and without any liability of any kind.

## **12. COPYRIGHT**

No copyright dramatic or musical work shall be performed or sung without the consent of the owner of the copyright.

## **13. SUBMISSION OF RETURNS**

The hirer shall, within seven days of receipt of the Council's Invoice, provide details of musical work performed and numbers attending during the period of hire.

## **14. PROHIBITION OF NAILS, PLACARDS, ETC**

No nails, tacks, screws, pins or other like objects shall be driven into any part of the house; nor shall any placards, tape or other articles be fixed thereto that shall cause damage to the paintwork, plaster or any other part of the fabric of the building.

## **15. FLY-POSTERS / HANGING OF BANNERS**

You are advised that 'fly-posting' is illegal and could lead to prosecution. This includes advertising notices attached to road signs, lamp-posts and other fixed or temporary places. Hanging of banners across any part of the exterior of the house is prohibited except with the permission of the Town Clerk.

## **16. REMOVAL OF HIRER'S PROPERTY**

Unless prior arrangements have been made with the Bitton House Caretaker, all persons and equipment must be off the premises by the time stated on the booking form. The Council accepts no responsibility for any property left in the house premises.

## **17. CLEANING**

The hirer shall, at the end of the period of hire, leave the house in a clean and orderly state. **If it is not, an extra cleaning charge will be made, at the discretion of the Council.**

## **18. SECURITY FOR CONTINGENCIES**

The Council may, at any time, without stating a reason, demand, by way of letter addressed to the hirer, such security as the Council may deem necessary to cover any contingency. If such security is not forthcoming within the period stated in the letter, the Council has the right to terminate the hire.

The person signing the Booking Form will be treated by the Council as the Authorised Person. When The Authorised Person is signing the Booking Form on behalf of an Organisation, Club, Society, Association or Company he/she must have the authority to sign and bind the organisation to the Conditions of Hire.

## **19. NOTICES AND LETTERS**

Any notice, letter, demand or request by the Council to, or upon, the hirer may be sent by ordinary pre-paid post addressed to the hirer at the address quoted on the booking form.

## **20. RIGHT OF ENTRY**

The Council reserves the right to enter any part of the house during the period of hire.

## **21. COMPLIANCE WITH THE CHILDREN ACT 1989**

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The hirer shall provide the Council with a copy of their Child Protection Policy on request.

## **22. ADDITIONAL HIRER RESPONSIBILITIES**

(a) The hirer shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.



(b) The hirer shall repay to the Council on demand the cost of re-instating or replacing any part of the house or any property in or upon the house which shall be damaged, destroyed, stolen or removed during the period of hire.

(c) The hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him/his association whilst using Bitton House. (The Council is insured against any claims arising out of *its own* negligence.)

(d) The hirer shall ensure that any electrical appliances brought by them into the house and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided, the hirer must make use of it in the interest of public safety.

(e) The hirer must report all accidents involving injury to the public to the Council as soon as possible and complete the relevant section in the Bitton House accident book.

(f) The hirer shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Town Council.

(g) The hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Authority and the Fire Authority.

(h) The hirer shall, if selling goods in the Bitton House premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

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## **Fire action plan for all staff and visitors in Bitton House**

- Upon finding a fire or the smell of burning – activate a fire call point by breaking the glass.
- Designate one person to call 999 and ask for the fire service. Start to evacuate the building.
- Do not hang-up until the fire operator has all the information and address.

**Bitton House, Bitton Park Road, Teignmouth. TQ14 9DF.**

**Including the phone number or the mobile number you are calling from.**

- Ensure everyone from your office area or visiting group has left the building.
- Everyone must assemble outside the 'Orangery' (Ornate Greenhouse) at the assembly point.
- Roll-Call that all your colleagues are accounted for. Do not re-enter the building.
- Wait for the fire service to arrive and give them as much information as possible about the situation.
- Please ensure that you have the keys to Bitton House with you if you exit the building through the veranda outside council chambers 1 & 2, as these will be needed to unlock the gate.

## **GDPR and Data Protection**

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[www.teignmouth-devon.gov.uk/\\_UserFiles/Files/Policies/Privacy%20Notice%2020](http://www.teignmouth-devon.gov.uk/_UserFiles/Files/Policies/Privacy%20Notice%2020)