



# APPLICATION FOR HIRE OF MAISON DIEU HOUSE



## Section 1 – Requirements

**Date Required:** .....

### Timings

Ceremony Starts ..... Ceremony Ends: .....

.....

.....

..... Will you require the sound system for your Function?

### Type of Event:

Civil Ceremony

Civil partnership

Welcoming

Other (Please Specify).....

### Room(s) Required:

Council Chamber

Mayors Parlour

Charter Room

Do you require use of the kitchen area?

Yes:

No:

### Layout:

Diagram – Please sketch desired layout in the box below

Number of guests attending

No. of chairs required

Will you require tables for buffet?

Other – Please Specify

.....

.....

**Other Details** – Please let us know any other information which may be useful in ensuring your event runs smoothly.

**Section 2 – Disability**

Do you require wheelchair access? Please specify

Do you require provisions for guide dogs?

Do you require provisions for other disabilities?

Yes

No

**Section 3 – Food and Beverages**

Do you intend to supply alcohol?

Do you require catering for light buffet?

Yes

Yes

No

No

**Section 4 – Certification**

I confirm that I have read and understand the Conditions of Hire and agree that I and all those attending will be bound by them.

I agree to supply all information required in the Conditions of Hire and which may be further notified to me by the Town Council.

Name (BLOCK CAPITALS) .....

Address (BLOCK CAPITALS) .....

.....

.....

Telephone (Daytime) ..... (Evening) .....

Signature .....

*If booked on behalf of a limited company, charity or club, please supply details:*

Name of Organisation .....

Address .....

.....

.....

VAT No. (if applicable) .....

**Please note:**

*A completed booking form and deposit of 50% will be required to hold the venue.*

*No bookings will be deemed as confirmed until written acknowledgement has been received.*

*Cancellation will result in a loss of your deposit unless the date can be resold*

Please complete and return to:

The Bookings Clerk

Dover Town Council

Maison Dieu House

Biggin Street

Dover

Kent CT16 1DW

Telephone: 01304-242625

Fax: 01304-241445



## **DOVER TOWN COUNCIL**

### **GENERAL CONDITIONS OF HIRE Council Chamber/Committee Room Maison Dieu House**

1. All bookings should be made in writing and should not be deemed as confirmed until written acknowledgement has been received.
2. Smoking is prohibited in all areas.
3. The Hirer shall be restricted to those rooms specifically hired and shall not make use of other rooms in the building.
4. Hiring charges include the heating and lighting and fittings and furniture as necessary.
5. The Hirer will be responsible for the costs associated with any damage caused to the building or its contents (including glassware and crockery).
6. If used, the kitchen area must be left tidy and any crockery/cutlery used left clean at the end of the function.
7. If alcohol is brought in NO charge can be made for it unless an appropriate licence has been obtained from Dover District Council. We would require a copy of the agreed licence.
8. The furniture layout required must be specified at the time of booking. Furniture should not be moved without permission.
9. Hirers are responsible for supervision and control of any children at their function.
10. No decorations/balloons/posters etc. are to be attached to the walls, doors or ceilings.
11. No confetti or similar products shall be thrown inside the building.
12. No candles or other naked flames are to be used.
13. Animals are not permitted, apart from Guide Dogs.
14. The clock in the Council Chamber must not be tampered with.

15. All catering and additional equipment must be removed promptly at the conclusion of a function or by arrangement with the Town Council staff. The Hirer will also be responsible for the removal of abnormal amounts of refuse.
16. Any portable electrical equipment brought onto the premises must be in good working order and must have been tested by an appropriately qualified individual as specified by current legislation.
17. Bookings will not be accepted from political organisations or those with strong political links.
18. The Town Council reserves the right to refuse any booking without giving reasons.
19. Hirers using the facilities during office hours should remind guests that the ground floor is a working environment and noise should be kept to an acceptable level.
20. ALL PERSONAL POSSESSIONS ARE LEFT ENTIRELY AT THE RISK OF THE HIRER AND GUESTS. THE TOWN COUNCIL BEARS NO LIABILITY FOR POSSESSIONS LEFT ON THE PREMISES.
21. The maximum number of persons admitted to the premises shall not exceed 70
22. All visitors to the building must obey the instructions of the person designated by the council in case of emergency.
23. Hirers must brief guests on the fire evacuation procedures (copy attached) at the start of each function.
24. A member of staff will be on site during the function and shall be allowed access to any room being hired.
25. The balance of bookings must be paid in full at least four weeks before the date required or at the time of booking if this is less than four weeks before the ceremony. Cancellations should be notified as soon as possible. Cancellations will result in a loss of your deposit unless the date can be resold.
26. All charges are liable to revision on 1 April each year.
27. Any of the above conditions may be waived or added to at the discretion of the Town Council. Any direction of the Town Council and Town Council staff concerning the hiring are to be adhered to.