



For Office use only	
Date of receipt	
Customer No	
Invoice No	
Completed	
Risk Assessment Attached	
Copy of Insurance Attached	

Altrincham Market Venue Hire Application Form

Please complete in block capitals

Title & Surname	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>
Forename	
Company/Organisation	
Address 1	
Address 2	
Address 3	
Town	
County	
Postcode	
Telephone number, Home/Office	
Telephone number, Mobile:	
Purpose of Hire: Please continue overleaf if necessary.	
Email:	

The terms and conditions of hire are enclosed with this form and must be read before agreement to hire is made either in writing or by verbal consent.

Date of completion:	
Your signature:	

For official Use Only	Public Liability Insurance
Insurer:	
Policy/Member Number:	
Renewal Date:	



Terms and conditions of hire

These conditions, together with the form of application to hire Council accommodation, the conditional confirmation of booking and the receipted account for the hire, shall constitute the contract between the Council and the hirer(s)

1. Application

All applications for the hire of the premises must be on the form provided and (subject to clause 2 below) the person(s) signing the application shall be deemed to be the hirer(s). The council reserve the right to refuse any application without explanation.

2. Capacity of Hirer

Persons applying to hire Council accommodation on behalf of unincorporated associations (e.g. clubs and societies), firms and companies shall:-

- a) Disclose that fact on the application form and indicate the name of the association, firm or company and its principal place of business or (in the case of companies) its registered office;
- b) Be deemed to have authority to enter into this contract on behalf of the association, firm or company and to bind it or as the case may be its partners, members and officers.

3. Payment

Twenty-five per cent of the charges, by way of deposit shall be due and payable on receipt of the confirmation form and if the charges are not so paid, the letting may at any time be declared void and the premises may be re-let to any other person by the Council. The balance of the charges is due and payable twenty-eight days before the date of the hire and where there is more than one function, then before the first of those functions. If the balance of the charges is not paid, the letting may at any time be declared void and the premises may be re-let to any other person by the council. The Council may revise the charges at any time without notice. The hire is made on the understanding that any increase or decrease in charges before the function date will be paid by the hirer or allowed by the council as appropriate.

4. Electrical Equipment

All portable electrical equipment including D.J equipment must have a current electrical test certificate for use within the building. Copies of relevant certificates must be provided to the market manager on or before the date the final balance is due.

5. Responsibilities

Entrances, exits, corridors and passageways must be kept clear of obstructions. The hirer is responsible for equipment in or brought to the premises. The council will not accept liability for any loss or damage attributable or arising out of the presence, use or condition of such equipment.

6. Cancellation by the council

The council reserve the right to cancel any hire at any time without notice and without assigning any reason. As much notice as possible will be given. In such circumstances, the Council can accept no liability for loss incurred as a result of such cancellation but undertake to refund any payment made or would endeavour to rearrange any booking. The council reserve the right to censor and cancel without liability or loss incurred as a result of such censorship or cancellation any play, sketch, lecture or any other performance or event.

7. Cancellation by the hirer

In the event of the hirer(s) wishing to cancel the booking, there will be a charge of 25% of the total hire charges incurred if the cancellation is more than 28 days from the function date.
If less than 28 days notice is given by the hirer(s), then the full hire charges will still apply.

8. Refusal of admission

The Council reserve the right to refuse admission of any person to the premises and to require any person to leave the premises upon request by an authorised employee or agent of the council



9. Performing Rights

No copyright dramatic or musical work can be performed unless the licence of the owner of the copyright is produced to the Council before the hiring.

The hirer(s) shall indemnify the Council against any infringement of copyright which may occur during the hiring.

10. Indemnity and insurance

The hirer(s) agree(s) to indemnify the Council against actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury occurring during the period of hire.

The above indemnity must be covered by £5,000,000 Public Liability insurance. Proof of such must be provided on return of the booking form.

11. Damage to the premises

It is the hirer(s) responsibility to protect the premises during a period of hire. If any damage occurs or is sustained during a period of hire (other than damage or destruction which in the opinion of the Council could not reasonably have been prevented) the hirer(s) shall forthwith indemnify the Council against the same and in particular but without prejudice to the foregoing:-

- i) The hirer(s) shall ensure that no nails, screws, etc. are driven into any part of the premises
- ii) The premises must be left in a clean and tidy condition (i.e. as found). All foodstuffs & rubbish must be removed at the end of an event. Additional charges will be applied and invoiced separately if the building is left in an unsatisfactory condition.
- iii) Any equipment used (subject to permission) must be returned to its original position

12. Preservation of order

The hirer(s) shall not permit any drunk and disorderly conduct to take place on the premises.

No unlawful gaming shall take place on the premises and the distribution of cash prizes or any announcement thereof is strictly prohibited.

Access to Police and Council Officers

The Council reserves the right of entry to the premises at any time during the hiring for the Manager and other authorised employees or agents of the Council and Police Officers who shall have full power to enforce these conditions and preserve peace and good order.

13. Compliance with Council's requirements

The hirer(s) must comply with any requirement imposed by the Council in writing to prevent damage to the premises, disturbance to residents or for any other reason. This agreement may relate to more than one hiring.

If this requirement is not observed under this clause, on the occasion of any other such hiring, the Council can review and if necessary refuse any hiring which has not yet taken place, without paying compensation to the hirer.

14. Exclusion clause

In addition to any matter or thing liability for which is excluded or restricted by any other condition, the Council is not responsible for;

- A) Any article brought onto or left in any part of the premises
- B) Theft, loss or damage to any vehicles parked in any car park provided

15. Car Parking

It is the hirer(s) responsibility to ensure that people attending the premises comply with the Council's Conditions for car parking to ensure that such people park in a considerate manner without causing inconvenience to others.

16. Agreement as Contractual only

No part of the contract between the Council and the hirer(s) shall create any right of property and the interest of the hirer(s) in the premises is a contractual licensee only.