



## Festival Hall Application

**Please send to: Market Rasen Town Council, Council Office, Festival Hall,  
 Caistor Road, Market Rasen LN8 3HT  
 Telephone: 01673 308010 / 07984223674  
 E-mail: [communitymanager@marketrasentc.co.uk](mailto:communitymanager@marketrasentc.co.uk)  
 Website: <https://market-rasen.parish.lincolnshire.gov.uk>  
 Facebook: <https://www.facebook.com/festivalhallmarketrasen/>**

<b>Name of Hirer/Organisation</b>  <b>Named Keyholder/s.</b> Please note that only authorised keyholders are permitted to be in possession of the key code for Council Premises
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<b>Address</b>
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<b>Telephone number</b>	<b>Mobile</b>
<b>E-mail address</b> (Please note communication will be made by email)	

<b>Nature of Function/meeting</b>
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<b>Date of Function</b>
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<b>Access to Hall required from</b> _____ <b>to</b> _____ (to include set up and clearing up time) <b>There is a minimum hire period of 2 hours for any booking</b>
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<b>Estimated numbers attending</b>
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**Please indicate your requirements by ticking the box:**

<b>Main Hall (packages are available – see p2)</b>	
<b>Committee room</b>	
<b>Kitchen Hire</b> (This includes the use of kettles and water urn containers only)	
<b>Hire of full catering facilities.</b> (This includes use of cutlery and crockery, a full dinner service for up to 150 settings, fridge, hot plates, cooker and dishwasher.	
<b>Hire of the Marquee Lining</b>	
<b>Public Address System and Stage Lighting</b>	

<b>Bar</b> (please indicate time and any drink requirements)									
<p><b>Music to be played at venue-state nature. PRS/PPL licence is only applicable for commercial events</b></p> <p>If a PRS/PPL licence is already in place, please provide us with a copy of the PRS/PPL Certificate. Failure to provide us with certificate will result in a PRS/PPL charged for commercial events.</p>	<table border="1"> <tr> <td>Live Music <input type="checkbox"/></td> <td>Keep Fit <input type="checkbox"/></td> </tr> <tr> <td>DJ <input type="checkbox"/></td> <td>Aerobic <input type="checkbox"/></td> </tr> <tr> <td>Other (please state) <input type="checkbox"/></td> <td>Dance Classes <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Other (please state) <input type="checkbox"/></td> </tr> </table>	Live Music <input type="checkbox"/>	Keep Fit <input type="checkbox"/>	DJ <input type="checkbox"/>	Aerobic <input type="checkbox"/>	Other (please state) <input type="checkbox"/>	Dance Classes <input type="checkbox"/>		Other (please state) <input type="checkbox"/>
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<b>PACKAGES AVAILABLE!!</b>									
<p><b>All day Package</b> 8 hour package but only charged for 6 hours</p>	<p>8am – 4pm <input type="checkbox"/></p> <p>9am – 5pm <input type="checkbox"/></p>								
<p><b>All Day Party / Wedding Package –</b> (This includes Main Hall, Lining, Kitchen, Bar, Caretaking Assistance &amp; next day (morning) clean up time for the maximum of 2 hours. 8.00am – 1.00am)</p>									
<p><b>Children’s Party Package</b> (This includes Main Hall, Kitchen Hire– Any 4 Hour Weekend Slot) Please note that only one package can be provided per booking date</p>									

<p><b>BACS details for returning refundable damage /bar deposit</b></p> <p>Account Name Account Number Account Sort Code The damage deposit will be returned to the Hirer within <b>14</b> days of the booking.</p>
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**I/We confirm that standard conditions of hire and relevant booking information, including health and safety requirements for the premises has been received and understood I/We agreed to abide by the conditions. Under Data Protection Legislation (GDPR) your data is safe and is protected under our Privacy Policy. To view this policy, please contact the Community Manager.**

<b>Full Name of Applicant/s</b>	<b>Signature of Applicant/s</b>
<b>Date</b>	

**Please note we only accept payment by electronic transfer or cheque and cannot accept cash.**

## **Terms and Conditions**

### **Conditions of hire of Festival Hall and Committee Room**

Market Rasen Festival Hall  
Caistor Road  
Market Rasen  
Lincolnshire  
LN8 3HT

**Telephone: 01673 308010 / 07984223674**  
**E-mail: [communitymanager@marketrasentc.co.uk](mailto:communitymanager@marketrasentc.co.uk)**

**Festival Hall and Committee Room is available for hire during the following hours;**

<b>Sunday</b>	<b>8.00 am – 11.00 pm</b>
<b>Monday to Thursday</b>	<b>8.00 am – 11.30 pm</b>
<b>Friday and Saturday</b>	<b>8.00 am – 2.00 am</b>

**We are licensed for the sale of alcohol for consumption during the following hours:**

<b>Sunday</b>	<b>12 noon – 10.30pm</b>
<b>Monday to Thursday</b>	<b>11.00 am – 11.00pm</b>
<b>Friday and Saturday</b>	<b>11.00 am – 1.30 am</b>

#### **Maximum numbers**

Festival Hall – **150 persons**

Committee Room – **25 persons**

If you require greater numbers than this, please discuss your requirements with the Council Office.

#### **Hire information**

The hirer will be responsible for the opening and closing of the venue for their event.

The Festival Hall and Committee Room operates on a DIY opening and closing basis. The key code and instructions will be issued in advance of booking.

#### **Keyholder Agreement**

- Only authorised Keyholders are permitted to be in possession of the key code for Council Premises.
- The keyholder, before leaving the premises must ensure that the premises are physically secured, that the appropriate key has been returned to the key box and that the key box has been secured. If another authorised person remains on the premises the venue may remain open but the key must still be returned to the key box and secured.
- Under no circumstances should the key be taken away from the Festival Hall premises.
- Authorised Keyholders may under no circumstances reveal the code of the key box to any other person. Should the council be made aware that this has happened, a charge may apply or the council may consider refusing any further bookings in the Keyholders' name.
- Lost of keys and key codes must be reported to the Community Manager immediately. A lost key may require one or more doors to be rekeyed. This process may cost a substantial amount of money. Any keys not returned or lost will result in the full loss of any deposit or will be invoiced for any new keys / lock. .
- The key box code will be changed on a regular basis, keyholders will be notified.
- Keyholders must agree to refrain from compromising the security of the Council buildings.
- Key holders must understand the venue's health and safety and fire procedures.

Please note that all hirers must remove all their personal items and belongings at the end of their booking. Market Rasen Town Council take no responsibility for any loss of items.

## January 2024 – Hirer to retain copy

The Town Council are not always able to accommodate requests for dropping of equipment prior to an booking as this will depend on the hall's usage and staff availability. For further information on this or to make a request, please contact the Community Manager on 01673 308010.

Documents available on request;

- Fire Plan

## Cancellation

Cancellation charges apply, details are as follows:

- More than 14 days notice: No charge, full refund of any monies paid
- Between 7 and 14 days notice: 50% of any monies paid will be refunded or due for payment
- Less than 7 days :no refund will be made

Market Rasen Town Council reserves the right to cancel this hiring by giving written notice to the hirer in the event of circumstances beyond their control, such as:

- a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-elections
- b) Market Rasen Town Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- c) The premises becoming unfit for the use intended by the hirer
- d) An emergency requiring the use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In any such case the Hirer shall be entitled to a refund of any payment already paid but Market Rasen Town Council shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever. Bookings that are cancelled due to unforeseen circumstances will be offered a full refund, providing that no fees have been encountered by Market Rasen Town Council.

## Hirer's Responsibilities

The Hirer must be over 18 years of age.

The Hirer is responsible for ensuring that their function is conducted in a safe, orderly and lawful manner and is responsible for their own equipment brought into the premises and will rectify any damage caused to the Council's property, fixtures, fittings and ancillaries during or as a result of their function. The hirers and organisers are responsible for the management and fire safety of all people present at the event.

The Hirer shall be responsible for leaving the premises and surrounding area in a **clean and tidy condition**. Tables and chairs shall be returned in a clean condition to the store cupboard, in accordance with the store cupboard layout plan. It is the responsibility of the Hirer to ensure all persons vacate the Hall by the event of the event. The venue must not be left unmanned at any time during hire. All breakages or damages must be reported to the Council Office as soon as possible. Failure to comply with these conditions will result in your deposit being kept by Market Rasen Town Council.

Bouncy castles are permitted within the venue. **However**, a copy of the operators Public Liability insurance will be required **7 days prior to the event**.

Any criminal activity during their period of hire, must be reported directly to the police immediately and subsequently advise the Council Office; via [communitymanager@marketrasentc.co.uk](mailto:communitymanager@marketrasentc.co.uk). 01673 308010

Any accidents must be reported immediately:  
[communitymanager@marketrasentc.co.uk](mailto:communitymanager@marketrasentc.co.uk)  
[townclerk@marketrasentc.co.uk](mailto:townclerk@marketrasentc.co.uk)  
[maintenance@marketrasentc.co.uk](mailto:maintenance@marketrasentc.co.uk)

You will be notified within 7 working days if there are any issues following your booking. As part of the booking process.

## Commercial Hirers

## January 2024 – Hirer to retain copy

All commercial hirers must provide a copy of their Risk Assessment and Public Liability Insurance at least seven days prior to the event. Commercial hirers must also provide their own catering and cleaning consumables including tea towels, dishcloths, sponges and washing up liquid.

For guidance on creating a Risk Assessment, please view the below link( there is a template available).

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

## Private Hirers

Private hirers will not be asked to complete a risk assessment or hold Public Liability insurance but must be aware of the risks associated with their event activity.

## **MRTC reserve the right to cancel or stop an event if they feel the management is such that the participants are subject to unacceptable risk.**

## Deposits

### **Booking Deposit**

A booking deposit of 25% of the total hire charge is required to confirm and secure all bookings with full payment due 15 days prior the date of the event.

### **Damage Deposit**

A **£50.00 refundable** damage deposit is required for all of the following booking types:

- Function attendees of at least 80 people**
- When the marquee lining has been booked**
- If alcohol is for sale or for consumption at the Festival Hall.**

The damage deposit will be refunded via BACS, to the account recorded on the booking form, In the event that the refundable damage deposit doesn't cover the cost of damages, Market Rasen Town Council reserve the right to take action. The refundable damage deposit will be returned within **14** days.

**Please note that the booking deposit and damage deposit are two separate payments.**

## Use of premises

- The Hirer shall not use the Festival Hall for any purpose other than that described in the Hiring Agreement.
- The Hirer shall not sublet the building or any part thereof.
- The Hirer shall not allow the premises to be used for any unlawful purpose or in any unlawful way.
- MRTC reserve the right to refuse admission to any person whom they consider undesirable and shall not be bound to give a reason for so doing.
- The Festival Hall is not to be used for any overnight occupancy.
- **The hire period is to include set up and clean up time.**

## Bar Hire

A full bar is available for hire, please call the Council Office to discuss requirements

## Performing Rights Society Limited Licence

The hall does have a licence with the Performing Right Society for the performance of copyright music. Hirers who use the Festival Hall for a **commercial** function will need to advise the Council Office who will provide details regarding the relevant cost for the Performing Rights and Public Entertainment Licence. Where an appropriate licence is already held by a hirer and a copy provided and checked by a council officer, the PPL and PRS charges will not be made on Festival Hall bookings.

## Health and hygiene

All food and drinks served from the Festival Hall are the Hirer's responsibility. Hirers are to observe all relevant food health and hygiene legislation and regulations. Cold or raw food must be refrigerated and stored in compliance with the Food Temperature Regulations. A refrigerator is provided on the premises. Please visit the Food Standards Agency's website for further information –

<http://www.food.gov.uk/business-industry/caterers/sfbb/sfbbcaterers>

### **Refuse**

Hirers must leave refuse by [the backdoor in the Kitchen](#) with recycling items stored separately. Guidance of refuse can be found on <https://www.west-lindsey.gov.uk/bins-waste-recycling/what-can-go-your-bins>.

### **Animals**

No animals except Assistance dogs are to be brought onto the premises. No animals should enter the kitchen. Dispensation is available by approval by MRTC.

### **Smoking**

No smoking is allowed. The hirer is responsible for implementation of this legal requirement, failure to do so will result in this and future bookings being cancelled and the possibility of a statutory fine.

### **Electrical Items and Heating Appliances**

Electrical items that are used must be PAT tested and the Hirer shall not use any unauthorised heating appliances.

### **Wifi**

The free Wifi Code is shown in a prominent place, however its **reliability, compatibility or capacity for your event is not guaranteed.**

### **Noise**

It is the Hirer's responsibility to ensure that the minimum of noise is made on arrival and departure, especially late at night and early in the morning. Drunk and disorderly behaviour is not permitted. The fire escape doors must remain closed for the duration of the booking.

### **Car Park**

The car park at the Festival Hall is owned and managed by West Lindsey District Council and is not the responsibility of Market Rasen Town Council. Please note that charges do apply.

### **Safeguarding issues**

Any issues with safeguarding please contact the MRTC Officer for Safeguarding, Councillor Jo Pilley, [cllrj.pilley@marketrasentc.co.uk](mailto:cllrj.pilley@marketrasentc.co.uk).

### **Complaints**

Complaints regarding bookings of the Festival Hall must be made within **7 days** of the hire date to the Council Office in writing. A copy of Market Rasen Town Council's complaint policy is available on request.