



WIMBORNE MINSTER TOWN COUNCIL

37 West Borough, Wimborne Minster, BH21 1LT

Telephone: **01202 881655** Email: **office@wimborne.gov.uk**

Application for the hire of the Council Chamber for a Renewal of Vows Ceremony

Date of Ceremony:

Day: Date: / / Time:

Fee: £ Approx number of guests (limit 45):

Hirer 1

Name
Address
Postcode

Hirer 2

Name
Address
Postcode

Phone number (Day):

Phone number (Day):

Email address:

Email address:

Are you providing flowers?

If you are, please make delivery arrangements in advance with the Town Hall office.

Yes No

You must make arrangements for a Dorset Registrar or a Celebrant

To take your ceremony, before this application can be accepted.

Have you done this?

Yes No

Are you having your own music?

If yes, you must agree the content with the Registrar or Celebrant and it must be secular.

Yes No

NB: Confetti is prohibited inside the Town Hall, only biodegradable confetti may be used outside the Town Hall.

I have read the conditions of hire above and overleaf and agree to abide by them.

Signed.....

Dated

Signed.....

Dated

For office use only:

Provisional booking made:
Booking confirmed and fee paid:

Held until:
Date:



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Wimborne Minster Town Council hereby lets the Council Chamber to the hirers for a Renewal of Vows Ceremony subject to the following conditions:

- 1 All charges are to be paid in full at the time of confirming the hiring.
- 2 Should the hiring be cancelled at any time after confirmation, no refund will be given.
- 3 The Town Council reserves the right to cancel any hire bookings at any such time and in such case, fees paid shall be refunded to the hirer. The Council shall not be liable to pay any compensation to any person in respect of the cancellation.
- 4 The hirer must only be at the venue for the hours paid for – other hirers may be booked into the venue after your hire. The hirer is only insured for the hours invoiced for and covered by Town Council staff for the duration of the hours paid for with regard to fire evacuation procedures and building security. The period of time is one hour before your ceremony for any flowers or set up to be arranged and 30 minutes from the actual time of the ceremony.
- 5 The hirer will ensure that the number of people using the Town Hall does not exceed that permitted. The maximum number of persons permitted in the Council Chamber at any one time is 45. This number excludes the couple, photographer, registrars/celebrant, and Town Council staff.
- 6 Under the Children Act 1989 and safeguarding procedures, the hirer is responsible for safeguarding procedures in relation to anyone under the age of 18 and vulnerable adults in attendance in relation to your hire.
- 7 The hirer must report all accidents involving injury or damage to Town Council staff as soon as possible. First Aid kits are located under the sinks in the kitchenettes of each building. AEDs are located on the wall outside the Committee Room and upstairs outside the Council Chamber
- 8 The hirer shall take all necessary steps to ensure that persons using the Town Hall rooms or any part of them during the hirer's use or occupation conduct themselves in an orderly manner so as not to cause any nuisance or annoyance to adjoining residential properties. Noise from music shall not be so loud that it causes a nuisance.
- 9 No person shall fix any blue tack, nail, hook or other thing onto or upon any part of or fixture or use confetti within any part of the building of the Town Hall (including rooms, corridors and other communal areas). The use of confetti is prohibited inside the Town Hall buildings. Only biodegradable confetti may be used on the forecourt or in the Jubilee Garden. **NB: If non-biodegradable confetti is used, the hirer will be charged for the sweeping/cleaning up.**
- 10 No animals (except assistance dogs) are allowed at the Town Hall building or outside area.

- 11 All fire exits are to be kept clear at all times and the main doors shall remain open or unlocked as appropriate at all times when members of the public are in any part of the Town Hall.
- 12 By law, smoking is not permitted in any part of the building.
- 13 There is no car parking for guests available at the Town Hall. One wedding car may be parked on the forecourt, but only with the chauffeur in attendance.
- 14 All persons using the Town Hall or any part of it shall take the accommodation in such condition as they find it and the Town Council will not be responsible for any loss, damage or theft of personal property howsoever arising.
- 15 A deposit of £250.00 is payable 7 working days before the ceremony takes place. This is to cover costs associated with damages/additional cleaning (see point 16 & 17 below) and is refundable within 7 working days after the ceremony has taken place.
- 16 Any breakage or damage to equipment shall be reported to the Town Council office or Caretaker. All breakages and misuse of property will be charged for.
- 17 The hirer shall reimburse the Town Council on demand the cost of making good any damage/and or cleaning to buildings, furniture, equipment including carpets, blinds and ornaments (howsoever arising) done to the Town Hall buildings or any part thereof during the hirer's use or occupation. An inspection of the building or part under hire will be carried out by the Town Hall Officer immediately before and after the use.
- 18 Hire charges are reviewed annually with changes being applied with effect from 1st April every year. The Council reserves the right to amend charges and these conditions at any time.
- 19 No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).
- 20 This agreement does not give rise to any rights under the contract (Rights of Third Parties) Act 1999 to enforce any term of the agreement.
- 21 Governing law – the agreement, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter of formation, shall be governed by, and construed in accordance with the law of England and Wales.
- 22 Jurisdiction – each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the agreement or its subject matter or formation.