



St Asaph City Council
Cyngor Dinas Llanelwly

PO Box 224, Llanfairfechan, LL57 9EQ

Tel: 07521 641756 E-mail: clerk@stasaphcitycouncil.gov.uk

Council Meeting Room, Roe Plas Meadow Booking Form

Today's Date	
Booking Name	
Address:	
Telephone Number	
E-mail	
Date of Hire	
Time From/To (including set up/clear up time)	
Event Type	
I confirm I have read and agree to the terms and conditions of hire	
Signature of Hirer	

Hall Hire Charges
Maximum 20 people

Morning 9 am to 1 pm	£25 per session	☐
Afternoon 1 pm to 5 pm	£25 per session	☐
Full Day 9 am to 5 pm	£45 per session	☐

All charges will be invoiced on the first of the month, for hire the previous month. All sums owing should be paid within 30 days of the date of the invoice.

Terms & Conditions of Hire

	In the unlikely event that SACC have to cancel your booking, no charge will be made.
	The caretaker will open and lock the meeting room at the times specified on your booking form. If you need extra time to set up or clear up, please include this in your hire period.
	SACC reserves the right to require a deposit.
	SACC reserves the right to refuse any booking.
	Hirers must be aged 18 or over.
	Charges will be invoiced on the first of the month for hire periods the previous month. All sums due are to be paid within 30 days.
	Heating is included. There are wall-mounted electric heaters in the main room. Please ensure that these are switched off before vacating the building.
	The fire doors must not be propped open under any circumstances.
	The hirer is responsible for ensuring that safety announcements are made and procedures followed.
	A copy of the building risk assessment and the emergency evacuation plan are available on the noticeboard.
	The hirer is not permitted to add other notices to the noticeboard or leave any brochures or literature in the building.
	Responsibility for the use of and safety of electrical equipment (and or other equipment specified at the time of the booking) brought onto the premises rest entirely with the hirer.
	No apparatus can be left on the premises without prior agreement. SACC accepts no responsibility whatsoever or any liability or loss however caused, in respect of the loss, theft, breakage etc of any possessions brought into or left on the premises.
	No decorations are to be placed on the walls or ceiling.
	It is the responsibility of the hirer to ensure effective supervision of the arrangements and activities during the hire period of usage and for the prevention of disorderly behaviour so as to ensure that no nuisance or annoyance arises.
	All tables and chairs must be cleaned and replaced in their original place as they were on arrival to the meeting room.
	It is the responsibility of hirers to clean up after the booking and remove all rubbish from the site. Rubbish bags are not to be left outside of or inside the building.
	The emergency exit is situated to the right of the room (from the entrance door). Please do not block the exits.
	No alcohol on site, except with the prior written permission of the Council. Alcohol is not to be sold.
	Smoking is not permitted in the building. If smokers stand outside to smoke, the hirer is to ensure that all smoking related litter is safely extinguished and disposed of.
	The first aid kit is located in the kitchen, on the worktop to the left as you enter.
	The accident book is located next to the first aid kit in the kitchen. Any completed forms should be handed to the keyholder who locks up at the end of your session.

	Posters and leaflets are not to be posted on the noticeboard, nor left in the building.
	No animals permitted in the building, except for assistance dogs.
	You will be required to provide a copy of your public liability insurance to the Clerk. If you are a regular hirer, on expiry of your insurance policy, you will be required to provide new proof of insurance.
	You will be required to conduct a risk assessment and provide a copy of this to the Clerk. This must be reviewed at least annually and a new RA must be provided when it is updated.
	Any damage caused by the hirer or their party must be paid for by the hirer.
	The Council will make a copy of the Building Evacuation Plan available. It is the responsibility of the hirer to ensure that this information is shared with your group.
	The hirer is to ensure that their group abides by the terms of the Council's Environment Policy.