

NEWTON'S PLACE ROOM HIRE BOOKING FORM



Please complete this form if you would like to make a booking. Please note that bookings are not confirmed until we have received a completed booking form *and the agreed deposit (if necessary)*. All bookings are subject to our terms and conditions below which we recommend you read carefully.

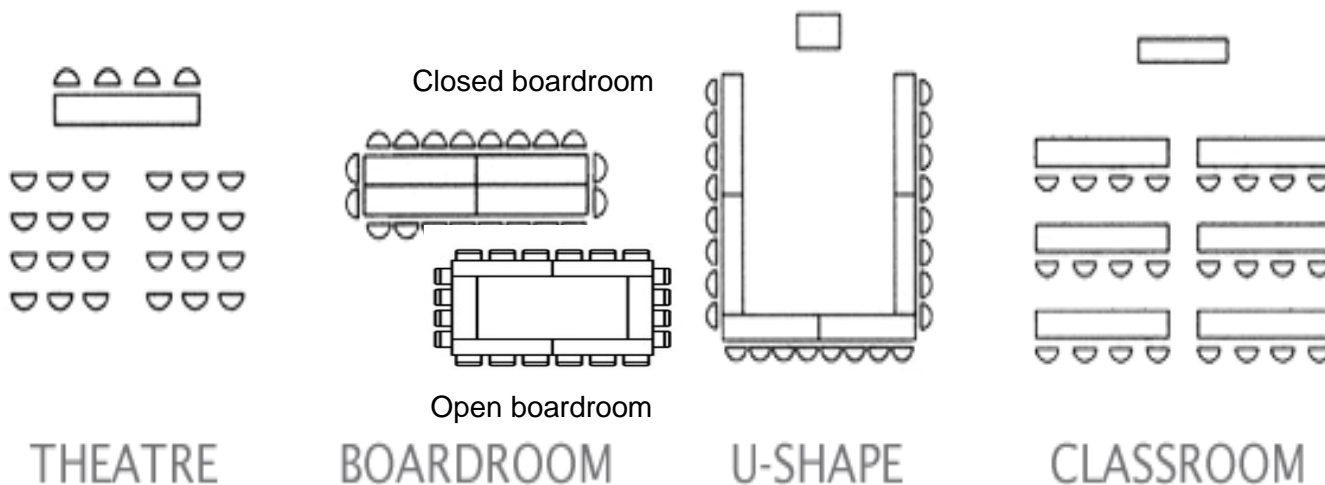
Please note a cancellation fee maybe charged if 24 hours' notice is not given. To give notice of cancellation please contact 01626 201120 or info@newtonabbot-tc.gov.uk

If you would like further information or would like to view the rooms before booking, please contact us on 01626 201120 or email info@newtonabbot-tc.gov.uk

- OUR ROOMS** - We have 3 rooms available for hire.
- The Ditchburn** - Board Room Style Only – Up to 10 persons
- The Rowell**
- Board Room Style Up to 16 persons
 - Theatre Style up to 40 persons
 - U Shape Style up to 12 persons
 - Classroom up to 18 persons
- St. Leonard's**
- Board Room Style Up 24 persons
 - Theatre Style Up to 60 persons
 - U Shape Style Up to 20 persons
 - Classroom Up to 36 persons

Please note The Rowell Room and St. Leonard's Room have a divider which can be removed to provide a larger area. White boards will not be available if the divider has been pushed back – we can provide a flip chart.

SUGGESTED ROOM LAYOUT (this can be discussed further, and you are welcome to visit to view the rooms)



*Capacity will vary dependent on room layout.

SESSION TIMES – This is to include setting up and packing away.

9.00 A.M. – 1.00 P.M.

2.00 P.M. – 5.00 P.M.

6.00 P.M. – 8.30 P.M.

NOTES:

No Kitchen facilities are available.

Tea/Coffee can be purchased via machine with cash - £1 coin per beverage – all coins are accepted but no change will be given.

It will be assumed that you have your own Indemnity Insurance.

We have first aid bags in each room; however, it will be your responsibility for any first aid needed.

Please leave the room in the condition you found it.

ABOUT YOU

Organisation/Company-----

Contact Name -----

Contact Address -----

Telephone -----

Email -----

Invoice Address -----

And contact

(if different from above) -----

Is your organisation a community group or a registered charity group YES/NO

Registered Charity Number

INFORMATION ABOUT YOUR EVENT

What is the purpose of your event: Meeting/Exhibition/training etc?

Room Required	The Ditchburn	The Rowell	St. Leonard's	The Rowell and St. Leonard's
Date				
Layout style				
Persons attending				
Arrival Time (setting up)				
Event Start Time				
Event Finish time				
Departure Time				
Room Only				
Equipment (please tick required)	TV only Flip Chart	White Board Flip Chart	Projector Screen Laptop TV White Board* Flip chart	Projector Screen Laptop TV Flip Chart
Total Price To be completed by office				

*The St. Leonard's & Rowell rooms have 5 white board each when used separately.

Terms for letting room at Newton's Place.

1. The amount of the letting fee is approved by the approved schedule of charges applicable at the date the accommodation is used. The current letting fee will be payable via invoice and must be paid within 30 days of date of invoice.
2. The Booking Manager may be obliged to change the room allocated in the interests of all the users of the Centre. This contingency arises rarely, and the hirer may cancel the booking if the room offered is unsatisfactory.
3. By booking accommodation, the individuals responsible undertake to meet the cost of any damage caused by them, or by their relevant organisation, to the structure, the equipment, or contents of the Centre.
4. No dogs or pets may be brought into the Centre.
5. All persons entering the Newton's Place must use the accommodation and its contents in a reasonable manner bearing in mind the other users of the premises and if they do not do so, may be requested by the staff to leave forthwith.
6. No person may attempt to alter the settings of the central heating installation or interfere with electrical or other fittings.
7. Where furniture is required, every endeavour will be made to leave it available in the relevant room.
8. All hirers must leave at the appropriate time for closing the Centre.
9. All persons using Newton's Place do so at their own risk and the Newton Abbot Town Council, its Officers and employees accept no liability whatsoever for any personal injury, however caused, whilst in Newton's Place or its surrounding land or approaches.
10. Newton Abbot Town Council shall not be responsible for any equipment, money, valuables, and other belongings brought into the Centre by any person. All such items are used in the building entirely at the risk of the owner.
11. **Individuals signing the booking form (a) do so on their own behalf (b) confirm they are authorised to sign on behalf of the organisation (if any) shown as the hirer overleaf and (c) acknowledge they are personally responsible for the payment of the hire charge in the event of this not being paid by the organisation.**
12. **Individuals signing the form accept nomination as the appointed person (or undertake to notify the Booking Manager in good time of an alternative nominee) for the following purposes: -**
 - (a) to be present during the period of hire to ensure the conditions of hire are satisfied and to be clearly identifiable to a member of the Group**
 - (b) to ensure that all exit doors are unlocked**
 - (c) to ensure all internal routes to the exit doors are unobstructed and a safe assembly point has been established outside the building in case of fire**
 - (d) to ensure appropriate general lighting is switched on and all exit signs are illuminated**
 - (e) to ensure there is no smoking inside the building and the group activities do not endanger those present**
 - (f) the hirer must produce copy of any Music or Alcohol licence if necessary**
 - (g) to ensure the volume of amplified sound is reasonable in the circumstances and the use of the premises does not cause disturbance to nearby residents and passers-by**

(h) to be aware of the position of fire alarms, fire extinguishers, first-aid box, and the public telephone for emergency 999 calls. In the event of a fire please assemble in Newfoundland Way Car Park.

(i) to notify the Manager as soon as possible of any accident, that to their knowledge, has occurred to any person using the Centre

(j) to ensure that adequate first-aid provision is given for groups where the activities undertaken give rise to significant risks.

- 13. No Political Party will be allowed to use the building for political promotion or campaign.**

HEALTH & SAFETY

1. Hirers and those responsible for groups must ensure that they are fully familiar with emergency arrangements, notably in relation to fire and evacuation, should the need arise.
2. No dangerous or inflammable substances may be brought into Newton's Place.
3. No electrical equipment may be connected to any power point without the express permission of the staff of Newton's Place.
4. Smoking is not permitted inside the building.
- 6 Those hiring facilities are required to ensure appropriate first-aid provision.

COVID

1. Sign in for Track and Trace (there is a QR Code on the wall at the foot of the stairs)
2. Wear masks on entry and until seated. Masks must be worn if not seated.
3. Use hand sanitiser.
4. Enter via through the main door and follow a one-way system in the community room to maintain social distancing.