



# Cyngor Tref Llangollen Town Council

## APPLICATION FOR HIRE OF LLANGOLLEN TOWN HALL

### EVENT DETAILS:

Event Date (s): .....

Type of event:

- |                    |                          |                   |                          |
|--------------------|--------------------------|-------------------|--------------------------|
| Performance/Play   | <input type="checkbox"/> | Wedding Reception | <input type="checkbox"/> |
| Dance Class        | <input type="checkbox"/> | Exhibition        | <input type="checkbox"/> |
| Party              | <input type="checkbox"/> | Meeting           | <input type="checkbox"/> |
| Charity Fundraiser | <input type="checkbox"/> | Other             | <input type="checkbox"/> |

*If you have selected 'other', please state exact purpose of your event below:  
(Use separate sheet for complex bookings).*

.....

If a recurring event what days are required:

Event Time: From:..... To:.....

**The time should include set up time. Events shall end no later than 24:00 hrs**

### APPLICANT DETAILS:

Name of Hirer: .....

Address:.....

.....

Telephone No..... Mobile No.....

Email: .....

Company/Organisation: .....

- Commercial
- Local Sole trader
- Private Individual
- Registered Charity Not for profit  Charity No .....

If fundraising for a charity, please provide contact details of the Charity

Email:

Telephone No

**ROOM HIRE:**

I hereby apply to hire:

- Main Hall
- Council Chamber
- Committee Room

**CAPACITIES:**

Balcony.	Auditorium.	Chamber.
100 seated	300 standing	40 seated (clear floor space)
	164 seated	25 seated (table layout)
	120 (banquet)	Committee Room
		8 seated (table layout)

**STEWARDING AND SECURITY:**

Number of Attendees

The total number of technicians, volunteers, supervisors, cast/performers in addition to the above must not exceed 75 people. Please note that final attendee numbers must be confirmed 5 working days prior to the event.

By invitation only (without charge): Yes  No

By ticket/programme/fee\* (charged): Yes  No

Price £

Open public event (Free to all) Yes  No

\*Please note that all ticket/programme sales done at the venue must be managed solely by the hirer and covered by the hirers own insurance.

**Please provide the name and address of Security Officers and Stewards.**

Based on the number of attendees the following minimum numbers of Security Officers and Stewards are required. All Security Officers and Stewards must comply with the Emergency Action Plan. The Council has the right to request extra security, at an additional cost to the hirer, if the event warrants this.

Up to one hundred 1 door supervisor.

	Name	Address
<b>1</b>		

Up to two hundred 2 door supervisors.

	Name	Address
<b>1</b>		
<b>2</b>		

At full capacity 3 door supervisors.

	Name	Address
<b>1</b>		
<b>2</b>		
<b>3</b>		

**LAYOUT.**

Please indicate the room layout required:

- |           |                          |                 |                          |
|-----------|--------------------------|-----------------|--------------------------|
| Theatre   | <input type="checkbox"/> | Classroom       | <input type="checkbox"/> |
| Banquet   | <input type="checkbox"/> | U-Shape         | <input type="checkbox"/> |
| Boardroom | <input type="checkbox"/> | Open no seating | <input type="checkbox"/> |
| Cabaret   | <input type="checkbox"/> | Other           | <input type="checkbox"/> |

If you require a different set-up to those specified above, please provide details below:

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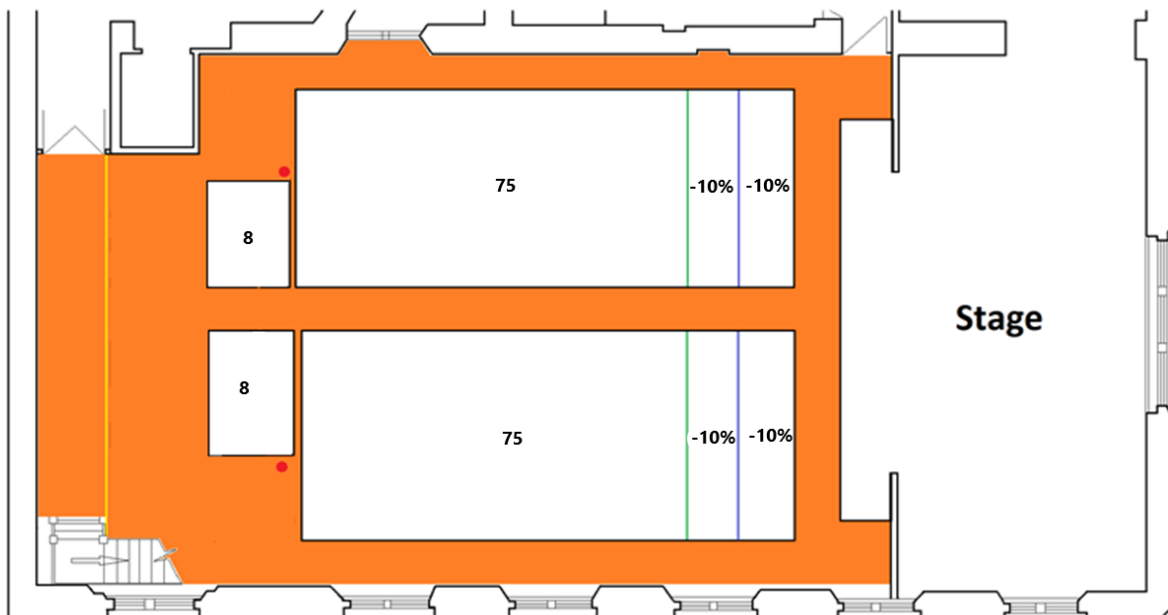
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**Confirmation of audience seating for theatre style performances:**

Indicative layout maximum capacities.



Minimum aisle width of 1050 mm to be maintained from all walls, stage extensions, furniture, equipment, bars or catering facilities placed in the auditorium. The area delineated by the yellow line, at the rear of the auditorium should be free of obstructions. The use of stage extensions and the provision of an orchestra pit reduces the number of seats in front of the stage as illustrated by the blue and green lines. Please confirm your seating requirements.

Auditorium seating  Balcony seating   
 Total seating available for sale (ticket sales per performance/event)

**EQUIPMENT.**

Please tick which equipment you would like (Extra charges may be required for certain equipment)

- |                  |                          |                    |                          |
|------------------|--------------------------|--------------------|--------------------------|
| Projector        | <input type="checkbox"/> | Radio Microphones  | <input type="checkbox"/> |
| Projector Screen | <input type="checkbox"/> | Corded Microphones | <input type="checkbox"/> |
| Flip Charts      | <input type="checkbox"/> | Microphone Stands  | <input type="checkbox"/> |
| Flip Chart Pens  | <input type="checkbox"/> | Use of lighting    | <input type="checkbox"/> |

Other requirements please specify: .....

**ENTERTAINMENT.**

**Will there be entertainment at the function?** Yes  No

Please tick what entertainment you will be having:

- |                      |                          |                              |                          |
|----------------------|--------------------------|------------------------------|--------------------------|
| Live Band            | <input type="checkbox"/> | Cabaret Performers           | <input type="checkbox"/> |
| Professional Dancers | <input type="checkbox"/> | School Children Performances | <input type="checkbox"/> |
| Comedian             | <input type="checkbox"/> | DJ                           | <input type="checkbox"/> |
| Magician             | <input type="checkbox"/> | Other                        | <input type="checkbox"/> |

If you have selected 'other', please provide details below:

.....

**Will there be a bar at the function?** Yes  No

If you have selected yes, please provide details of the Licensee to be used below:

<b>Name:</b>	
<b>License number:</b>	
<b>Issuing authority:</b>	
<b>Expiry date:</b>	

If you have selected yes and you cannot provide your own Security Officers and Stewards please list below the details of the SIA's Approved Contractor that will provide stewarding and security

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The Council has the right to request extra security, above the minimum required, at an additional cost to the hirer, if the event warrants this.

## **AGREEMENT.**

All applications must be made by the individual, organisation or company which is personally going to use the space. Applications from organisations must include a covering letter on the organisation official letterhead.

The Council reserves the right at its absolute discretion to refuse any application without being required to give reasons for its decision. The Council holds provisional bookings for 5 working days. Hirers should read section 12 regarding Indemnity and Insurance in the Terms & Conditions

**I have received, read and understood Llangollen Town Hall Terms and Conditions of hire, the Emergency Action Plan and the maximum capacities for the Venue. I hereby agree to comply with the same.**

**I confirm that a potential reasonable measures action card risk assessment has been undertaken to minimise the risk of people being exposed to coronavirus, and spreading the virus, at the premises and that a copy of the assessment is attached. If no risk assessment is provided, then the booking will not be accepted.**

<b>Signed:</b>	
<b>Print name:</b>	
<b>Name of Organisation or Company (if app):</b>	
<b>Position held in Organisation or Company</b>	

The hirers details and other names where provided, will not be disclosed to a third party. These details will be kept securely for a period of not more than two years, unless there is a need to retain them for longer for purposes authorised by the Data Protection Act 1998, and then disposed accordance with the Town Councils document retention and disposals policy.

**PLEASE RETURN THIS FORM TO:** Town Hall, Parade Street, Llangollen, LL20 8PW  
Telephone (01978) 861345      Email:- [facilities@llangollentowncouncil.gov.uk](mailto:facilities@llangollentowncouncil.gov.uk)