



APPLICATION FOR HIRE OF ROOM(S) IN FLINT TOWN HALL

Market Square, Flint, CH6 5NW - Telephone No: 01352 734414 - Email: townclerk@flinttowncouncil.gov.wales

NAME OF HIRER:	
ADDRESS OF HIRER:	
TELEPHONE NUMBER OF HIRER: <i>(Include number of the person contactable on the day of hire)</i>	
EMAIL OF HIRER:	
ORGANISATION: (if applicable) <i>(If a charity, please include your charity Number)</i>	
ROOM REQUIRED: <i>(see details and hire costs of rooms overleaf)</i>	
DATE OF BOOKING:	
DO YOU REQUIRE A REPEAT BOOKING:	
TIME OF BOOKING: <i>(start & end time, include set up & close down)</i>	
USE OF ROOM: <i>(What purpose, e.g., Meeting, Group, Event, Child's party)</i>	<i>Bouncy Castle Hire: Before the event, please provide a copy of your public liability insurance, PIPA test certificate (where applicable), and any basic safety or risk assessment information you have for your equipment. This helps us make sure everything is set up and operated safely while you're on site</i>
DO YOU NEED TO USE TABLES AND/OR CHAIRS, IF SO, PLEASE STATE: (We have 16 x 2ft tables that can join together and 6 x 6ft plastic folding tables, ideal for seating or as buffet tables)	<i>Please complete otherwise you will only have access to 16 x 2ft tables and Chairs on the day.</i>
By signing this, you are agreeing to the Flint Town Council T&Cs as detailed overleaf. Signed by Hirer:	



ROOMS AVAILABLE & CHARGES

Preferred payment is Bacs, details are:

Account Name: Flint Town Council - Account No: 91005936 - Sort Code: 40 21 13

Please use Flint Town Council invoice number as your payment reference

ROOM	DETAILS	COST
COUNCIL CHAMBER (UPSTAIRS)	Seats 56 in a Meeting Room Style with Dais seating 4-6. Can add more seating if required. We have Stairs and Lift access to room.	£15 per hour - Monday – Friday between 7am – 10pm. <i>Weekends are a minimum of 3-hour hire</i>
NIGEL JONES MEETING ROOM (DOWNSTAIRS)	Formal meeting room, seats 8/10 around a table. This room has a step to access.	£10 per hour - Monday – Friday between 7am – 10pm. <i>Weekends are a minimum of 3-hour hire</i>
COMMUNITY ROOM (DOWNSTAIRS)	Function room with tables and chairs to be set out as required. Seats up to 80 depending on layout.	£15 per hour - Monday – Friday between 7am – 10pm. <i>Weekends are a minimum of 3-hour hire</i> Security fee: £200 for private functions & parties after 6pm (additional notes below)
RUSSELL MEETING ROOM (UPSTAIRS)	Meeting room, seats 6/8 around tables. We have Stairs and Lift access to room.	£10 per hour - Monday – Friday between 7am – 10pm. <i>Weekends are a minimum of 3-hour hire</i>
KITCHEN FACILITY & CROCKERY / GLASSWARE	We have a fully fitted kitchen (2 ovens, microwave, large fridge freezer, dishwasher & Kettle) located downstairs We have a small kitchen suitable for tea/coffee making (Kettle & Small Fridge) located Upstairs We also have White Crockery, Cutlery & Prosecco / Tumbler Glasses for up to 80 guests to hire (list on request)	Please note: No vending machines or access to tea/coffee supplies available, However, you are welcome to bring your own refreshments. Kitchen & Equipment Charges Kitchen Use for Catering: Additional £5 per hour may apply. Crockery Hire: From 25p per item; breakages will incur extra charges.



Important Information

- **Maximum Capacity:** 120 people (in accordance with Fire Regulations).
- **Booking Times:** Indicate arrival and departure; include setup/cleanup time.
- **The booking start time:** Is when the key holder (if outside of office hours) will arrive to open the building. The key holder will wait for up to 15 minutes and will attempt to contact the hirer if there is no arrival. If no contact is made within that time, the key holder will leave. See T&Cs for full details.
- **Charity Discount:** 50% off for registered charities (min. 2 hours weekdays only) charity number required.
- **Weekend Bookings:** minimum 3 hours hire.
- **Room Availability:** Hire until 11 pm; extend with a TENs License. See FCC website for more information. Additional Charges will apply.
- **Alcohol Sales:** TEN's License will be required for alcohol sales or public event complimentary drinks. See FCC website for more information. Additional Charges will apply. We do not provide Bar Services.
- **Extra Tables:** Available for hire at an additional charge; or you can bring your own.
- **Bouncy Castle Size:** Max size for indoor use is 11 x 11 ft. You must provide a copy of the hire company's Risk Assessment and Method Statement (RAMS) prior to the event. Due to Fire Regulations, failure to provide this documentation will result in the booking being unable to proceed.
- **Professional Electrical Equipment:** Any third-party electrical equipment must have a current PAT test certificate. Equipment without valid PAT certification will not be permitted for use.
- **Private Functions / Parties:** If the event extends beyond 6 pm, a fee of £200 for Security Staff will apply. After 11 pm (if licence obtained as detailed above) - an additional Security charge of £33 per hour will be incurred. Please speak to staff for details, as this may not always apply.

Town Council Room Hire Terms and Conditions

1. General Conditions

- 1.1 The Hirer must be aged 18 years or older.
- 1.2 All bookings are subject to availability and the discretion of the Town Council.
- 1.3 The Hirer is responsible for ensuring that all activities conducted in the hired room are lawful and appropriate.
- 1.4 The booking is personal to the hirer and may not be sublet, assigned, or transferred. The hirer shall not assign or subcontract any part of the agreement or facility use without prior written consent from the Council.
- 1.5 The Hirer is responsible for the supervision and control of event participants, official visitors, and spectators.
- 1.6 The Town Council reserves the right to cancel, change or refuse any booking without prior notice or reason. In such cases, a full refund will be issued.
- 1.7 Council Officers or Members may enter the venue at any time during the hire period.
- 1.8 The Council reserves the right to refuse admission or to evict any person from the venue.
- 1.9 The Hirer is responsible for obtaining any licenses or permits required for their event, including alcohol licenses if applicable. Failure to secure the appropriate permits may result in the cancellation of the booking.

2. Booking and Payment

- 2.1 All bookings must be made through the Town Council's official booking process.
- 2.2 Full payment must be made at least 14 days prior to the event and this payment is non-refundable.
- 2.3 Bookings may be cancelled by the Hirer no later than 14 days prior to the event for a refund if paid in advance.
- 2.4 The Council reserves the right to review charges without notice for block bookings.
- 2.5 For block bookings, the Council reserves the right to cancel a session with reasonable notice, offering an alternative date if possible.



2.6 The booking start time is when the key holder (if outside office hours) will arrive to open the building. The key holder will wait for up to 15 minutes and will attempt to contact the hirer if there is no arrival. If no contact is made within that time, the key holder will leave. If there is a genuine reason for lateness, please contact the key holder directly asap. Depending on how late you arrive, an additional 1-hour hire fee may apply to cover key holder costs.

3. Room Usage

- 3.1. The Hirer must leave the room in a clean and tidy condition. Any additional cleaning required will result in additional charges.
- 3.2 Furniture and equipment should be put back in its original place where possible.
- 3.3 All rubbish must be disposed of off-site and removed from the building by the Hirer at the end of the hire period.
- 3.4 No decorations, posters, or signage may be attached to the walls. The Hirer shall not be permitted to remove, obscure, or alter any Council fixtures or displays, including photographs, paintings, or signs.
- 3.5 All property belonging to the hirer, or their agents must be removed by the end of the hire period, or by a date and time agreed with the council. The council takes no responsibility for property left in the venue before, during, or after the hire.
- 3.6 The Hirer must ensure that the period of hire, including all setup, clearing up, and cleaning, is conducted strictly within the times approved by the Council.

4. Health and Safety

- 4.1 The Hirer is responsible for ensuring the safety of all participants during the event.
- 4.2 Fire exits must always remain unobstructed.
- 4.3 The Hirer must ensure that the maximum occupancy of the room is not exceeded. This is 120 occupants, in accordance with Fire Regulations.
- 4.4 Smoking, vaping, and the use of naked flames are strictly prohibited.
- 4.5 The Hirer, on behalf of all participants, must sign in and out of the building for fire regulations. The signing in and out folder is located at reception. The key holder will provide you with the fire evacuation procedure.
- 4.6 Any third-party electrical equipment brought onto the premises must have a current PAT test certificate. Equipment without valid PAT certification will not be permitted for use.
- 4.7 Bouncy castles or inflatable equipment may only be used with prior approval from the Council. A copy of the hire company's Risk Assessment and Method Statement (RAMS) must be provided in advance. Failure to provide this documentation may result in the equipment not being permitted for use or the booking being cancelled, in line with Fire Regulations.

5. Liability and Insurance

- 5.1 The Town Council will not be liable for any loss, damage, or injury caused to individuals or property during the hire period.
- 5.2 It is the Hirer's responsibility to arrange insurance if required for their event.
- 5.3 Any damage to the premises, fixtures, or fittings caused by the Hirer or their guests will be the responsibility of the Hirer, and repair costs will be charged accordingly.

6. Catering and Refreshments

- 6.1 No vending machines or access to tea/coffee supplies are available on the premises. However, Hirers are welcome to bring their own refreshments.
- 6.2 All food and drink must be consumed in the designated areas.
- 6.3 The Hirer is responsible for cleaning up any food or drink-related mess.



7. Noise and Disturbance

7.1 The Hirer is responsible for keeping noise levels to an acceptable standard.

7.2 The Town Council reserves the right to stop any event that causes undue disturbance to other users or local residents.

8. Data Protection

8.1 The Hirer's personal data will only be used in accordance with the Town Council's data protection policy.

Flint Town Hall Fire Evacuation Procedure – Information for Hirers

Please ensure you read and follow these instructions. As the hirer, you are responsible for the safety of everyone in your group for the duration of your booking.

If the Fire Alarm Sounds

- Evacuate immediately – do not wait to investigate.
- Lead your group to the nearest fire exit, following the green exit signs.
- Do not use the lift.
- Leave the building and go straight to the Assembly Point in Market Square.
- Once outside, call 999 and ask for the Fire Service, even if you believe it may be a false alarm.
- Keep your group together and do not re-enter until you are told it is safe.

If You Discover a Fire

- Operate the nearest red fire alarm call point.
- Evacuate the building straight away.
- Disabled or Vulnerable Persons

Disabled or Vulnerable Persons

- If anyone in your group may need assistance to evacuate, you must tell the Town Clerk before your event.
- Hirers and their group members may provide normal walking assistance, if safe.
- Evacuation chairs are available to assist persons in an emergency. Hirers may use them at their own risk; instructions are displayed on a sign near the chairs.
- If a person cannot safely use the stairs without trained assistance, upper-floor rooms cannot be hired for that event.

Fire-Fighting Equipment

- Fire extinguishers and fire blankets are for trained staff use only.
- Hirers and visitors should not attempt to fight fires.
- Your responsibility is to evacuate promptly and safely.

After Evacuation

- Stay at the Assembly Point in Market Square.
- Account for the people in your group.
- Do not go back inside until you are authorised to do so.

Before Your Event Begins

Please ensure you and your group are aware of:

- The location of fire exits
- The escape route from your hired room
- The location of the assembly point
- The need to keep corridors and doors clear at all times.