

**Worcestershire County Council**

**HLP 1**

**APPLICATION FOR THE USE OF COUNTY COUNCIL PREMISES  
(EXCLUDING COUNTY HALL)**

**(Please see overleaf for summary of conditions of hiring)**

Name of organisation: .....

Name and Address of Applicant: .....

.....

.....

.....

Telephone No: Home ..... Business .....

Applicant's position in organisation: .....

Type of organisation (Delete non-applicable descriptions) Commercial/Profit Making/Voluntary Body/  
Registered Charity No: .....

Purpose for which the hiring is requested (including estimated attendance) .....

Do you propose to make a charge for admission? YES/NO

Name and Address of the premises to which the application relates: .....

.....

Please state here precisely which rooms are required: .....

.....

Day(s) and Date(s) required: .....

Time required: From .....To .....p.m.

Will you require (Delete as necessary) (a) Piano ? YES/NO (b) Stage Lighting ? YES/NO (c) Additional Chairs ? YES/NO

If this application is approved I undertake to pay the appropriate hiring charges (including any extra charges arising from additional use to that specified above), to observe and be bound by the conditions of hiring printed overleaf and to indemnify the County Council against any accidents or damage to County Council property or injury to persons which may be incurred as a result of the hiring save and except in respect of any such accidents, damage or injury arising as a result of the negligence or breach of statutory duty of the County Council.

Date ..... Signature of Applicant .....

Date ..... Use Approved .....

Designated Officer

## **SUMMARY OF CONDITIONS OF LETTING OF COUNTY COUNCIL PREMISES (EXCLUDING COUNTY HALL)**

1. The hirer must ensure that all necessary licensing or other legal formalities concerned with any activity undertaken in the course of the letting, e.g. concert, play, film, dance, etc. are complied with and that copyrights are not infringed. In the case of film shows, only non-inflammable film can be used.
2. Intoxicating drinks may be brought on to the premises only with specific written permission. The hirer is responsible for ensuring that such permission is obtained if required, and that any necessary licence is obtained.
3. No floors may be specifically polished for dancing except with specific written permission: where such permission is given, the hirer must ensure that the floor surface is restored to its normal condition after the letting.
4. No form of gambling whether raffles, bingo, lotteries or the like may take place on the premises for money prizes or prizes exchangeable for money.
5. Sub-letting is forbidden.
6. Where smoking is permitted, the hirer must take adequate precautions to ensure that there is no damage to floor or furniture. The right is reserved to prohibit smoking in any of the rooms hired.
7. If suitable accommodation is available for the parking of motor vehicles, it is permitted only on condition that persons bringing such vehicles on to the premises do so at their own risk and subject to the indemnity given overleaf.
8. Where an application for the letting of premises is approved, detailed arrangements for their use must be made by the hirer with the Head Teacher or appropriate Officer-in-Charge, or his/her representative. Such consultations will include where necessary the arrangements to deal with the erection and/or dismantling of staging. If the hirer wishes to use specialist equipment the Head/Officer-in-Charge may refuse permission.
9. To avoid damage to property, it may be stipulated that no stiletto heels, studded shoes or other types of footwear likely to cause damage to floors are worn and other similar preventative measures may be taken.
10. The hirer must ensure that all functions held are properly conducted and that where necessary an appropriate number of stewards attend.
11. If the hirer wishes to cancel a single booking at least three clear days' written notice must be given otherwise the letting fee will be payable.
12. For cancellation of an arrangement to hire the premises regularly, one month's written notice must be given.
13. The hirer is responsible for ensuring that after the letting the premises are left in a clean and proper condition. The further use of premises will normally be refused to bodies which have left them in an undesirable condition in the past: where premises are let on a regular basis, any abuse may lead to the immediate withdrawal of facilities.
14. Officers of the Authority have the right of free access to premises at any time to ensure that the conditions of letting are being observed.
15. A full list of conditions is available on request.
16. Separate conditions and application forms are available for County Hall, Worcester. Contact Facilities at County Hall for details.