



Melton Mowbray Town Estate

Booking a Facility

What facility do you wish to use? <i>Please be specific eg Play Park, Sysonby Acres Function Room etc</i>		
When would you like to use this facility?		
Start date:	End date:	Times
What activities will take place?		
What, if any, support will you need from the TE? <i>eg stalls, electricity, water.</i>		
How much will you be charging for this event? £		
Roughly how many / visitors / customers do you expect?		
What is the name of your organisation?		
<i>The Town Estate is keen to support community and charitable events connected with Melton Mowbray. To help us decide the amount of rebate on any charges made, and/or support with publicity, please provide information below. All rebates require prominent acknowledgement of support from the TE, using the Logo overleaf.</i>		
Are you a: Self-funded community group <input type="checkbox"/> Charity <input type="checkbox"/> Public sector? <input type="checkbox"/>		
Not-for-profit business? <input type="checkbox"/> For profit business <input type="checkbox"/>		
Other? <input type="checkbox"/> Please describe.....		
Please give the name of any organisation that financially supports your organisation <i>eg council, BID, other public sector, private sector, other charity</i>		
Please give the name of any organisation that is financially supporting this event <i>eg council, BID, other public sector, private sector, other charity</i>		
Brief description of the event What is its purpose? Is it in support of another charity? If so what is it? Who will benefit? <i>[Please attach previous publicity.]</i>		
I have read and understood the Town Estate "terms of hire & use" <i>[see overleaf]</i>		
Name	Position:	
Email	Twitter: @	
Phone	Mobile:	Facebook:
Address:	Signed	
Please return this form to enquiries@meltonmowbraytownestate.co.uk or 2 Park Lane, Melton Mowbray, LE13 0PT		

A price list for the hire or rent of facilities is available on a separate sheet.

Here is the logo that should be used on publicity for organisations receiving a rebate or a non-commercial rate:



Please return this form to
enquiries@meltonmowbraytownestate.co.uk or 2 Park Lane, Melton Mowbray, LE13 0PT

For Office Use

Checked by:		Date:
Commercial rate £	Rebate %	Charge £
Approved by:		Date:



Melton Mowbray Town Estate

Booking a Facility

<p>Booking Terms:</p> <ol style="list-style-type: none">1) This contract is between Melton Mowbray Town Estate and the Client specified overleaf.2) The person signing on behalf of the Client warrants to Melton Mowbray Town Estate that he/she has the authority to do so, failing this he/she will be personally liable under this contract.3) Melton Mowbray Town Estate reserves the right to release a booking if confirmation is not received in writing within 14 days of issuing the booking sheet.4) Melton Mowbray Town Estate reserves the right in its absolute discretion to book more than one event on the same day if it is satisfied that the functions are mutually exclusive.5) These terms and conditions apply to every booking and no variation of them is effective unless agreed in writing by Melton Mowbray Town Estate.6) The contract is not effective until the Terms & Conditions have been signed and dated by both parties and returned to and accepted by Melton Mowbray Town Estate.7) The siting of catering units are subject to approval of Melton Mowbray Town Estate. <p>Payment Terms:</p> <ol style="list-style-type: none">8) A minimum deposit of 25% of the function fee or £250 (whichever is the greater) is required on confirmation of the booking, calculated using estimated numbers where necessary.9) Melton Mowbray Town Estate will invoice for the balance of the function fee prior to the function date, calculated using estimated numbers where necessary.10) Melton Mowbray Town Estate reserves the right to cancel any function if full payment of the invoice is not received within 14 days prior to the event date. Unless credit has been agreed in which case the invoice will state the payment terms. Time of payment is of the essence.11) For large events Melton Mowbray Town Estate reserve the right to request a deposit and payment by instalments prior to the event, in line with the percentages and time-scales quoted in clause 27.12) Melton Mowbray Town Estate reserves the right to cancel the event if full payment has not been received 14 days prior to the date of the function. In such cases Melton Mowbray Town Estate will not be deemed liable for any costs incurred through cancellation.13) Any adjustment to the final function fee will be invoiced or credited to the Client no later than 72 hours after the event.14) The management of Melton Mowbray Town Estate reserve the right to re-negotiate prices estimated for future events. This is limited to events booked more than 3 months in advance of the event date. Any proposed changes will be notified in writing with full explanation of the reasons for the change.15) Cheques should be made payable to Melton Mowbray Town Estate.16) All prices quoted are exclusive of VAT unless otherwise stated. <p>Liability:</p> <ol style="list-style-type: none">17) The Client is liable for any damage or loss sustained to any property, fixtures or fittings belonging to Melton Mowbray Town Estate as a direct result of the function.18) The Client is liable for any injury, damage or loss sustained to any property, fixtures or fittings belonging to themselves, any of their agents or persons attending the event as a direct result of the function. The Client agrees to indemnify Melton Mowbray Town Estate from and against all liabilities, losses, damages, costs, charges and expenses, actions, proceedings, claims and demands brought against Melton Mowbray Town Estate arising directly or indirectly out of or in connection with any breach of the Client's obligations under any relevant contract between the Client and Melton Mowbray Town Estate.19) Melton Mowbray Town Estate insists that the Client holds appropriate third party liability insurance to cover the function and is entitled to ask for copies of the relevant documentation.	<ol style="list-style-type: none">20) The Client shall comply (and ensure that its employees and agents comply) strictly with all instructions, warnings, data sheets and other material including without limitation those regarding health and safety, supplied by Melton Mowbray Town Estate with or in connection with any function.21) Melton Mowbray Town Estate reserves the right in its absolute discretion to refuse admission to any guest.22) The Client must ensure that all equipment supplied by the Client, for the Client's use within the boundaries of the Melton Mowbray Town Estate town centre land/paries, complies with Health & Safety at Work Acts and / or any other legislation that has been passed by the authorities. Melton Mowbray Town Estate reserves the right to refuse connection of water, gas or electricity to the Clients equipment if the said equipment is considered unsafe or a hazard.23) The use of large items which require above average electricity loads must first be agreed by the management of Melton Mowbray Town Estate. <p>Cancellation:</p> <ol style="list-style-type: none">24) Melton Mowbray Town Estate reserves the right to cancel a function at any time after confirmation if Melton Mowbray Town Estate are of the opinion that holding the function would prejudice the reputation of the venue.25) Melton Mowbray Town Estate shall have the right to cancel or delay a function without liability to the extent that it is prevented from providing the accommodation for any booked function through any circumstances which are beyond the control of Melton Mowbray Town Estate or which it could not reasonably be expected to control or prevent including (but not limited to) any act of god, war, armed hostilities, act of terrorism, riot, civil commotion, revolution, blockade, embargo, strike, lock-out, sit-in, industry or trade dispute, fire, explosion, flood, adverse weather, disease, accident to or breakdown of plant or machinery, shortage of any material, labour, transport, electricity or other supply, change of law or regulation or any form of Government official or regulatory prevention including local council regulations.26) Cancellation of a function by the Client must be confirmed in writing to Melton Mowbray Town Estate. Cancellations are deemed to be effective from the date that Melton Mowbray Town Estate receives the notice.27) The following charges will be incurred by the Client following any cancellation of an event on their behalf:<ol style="list-style-type: none">a) Up to 12 weeks prior to the event date - deposit already paidb) Between 6 weeks and 12 weeks prior to the event date - 50% of the function fee, calculated using estimated numbers where necessaryc) Less than 6 weeks prior to the event date -100% of the function fee, using estimated numbers where necessary.28) Shortfall charges will be levied if the numbers fell below 90% of the estimated figure up to 7 days prior to the event date. After this date 100% of pre-booked costs will be charged. <p>Function Organisation:</p> <p>The Client is responsible for all costs resulting from licence applications concerning their function unless by prior arrangement with Melton Mowbray Town Estate. Events without the necessary licences/documentation will not be allowed to open to the public.</p> <ol style="list-style-type: none">29) No promotional material shall be posted on any property belonging to Melton Mowbray Town Estate unless the venue management has given prior consent. The management of Melton Mowbray Town Estate reserves the right to seek additional payments for any damage caused by the display of promotional material.30) No promotional flyers are to be distributed on any property belonging to Melton Mowbray Town Estate, unless prior permission has been given. Any cleaning costs incurred through unauthorised distribution will be charged to the event organiser.31) No promotional material shall be posted on any private or public property without prior consent of the property owner or the relevant
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council authorities. Melton Mowbray Town Estate reserves the right to recoup any costs incurred by illegal fly-posting/ advertising display. A bond may be required if the management of Melton Mowbray Town Estate feel that insufficient guarantees are given regarding advertising.

- 33) Organisers are responsible for ensuring that any rubbish is collected, bagged and removed from the site. Failure to do so may result in additional charges. Melton Mowbray Town Estate cannot accept liability or responsibility for damage / theft of equipment left at the venue, unless prior permission has been given by the management.
- 34) Access times for exhibition building/ fairground assemblies/ show breakdown must be agreed prior to commencement. Failure to do so may result in additional charges being levied against the organiser.
- 35) Firework displays - Organisers are responsible for the fire to be dug over, rolled and reseeded to the satisfaction of the management of Melton Mowbray Town Estate.
- 36) Melton Mowbray Town Estate reserves the right to reduce any noise levels produced by equipment based upon town centre land/parks. Melton Mowbray Town Estate also reserves the right to shut down any live or pre-recorded music based on the site if the management are of the opinion that it is causing distress to local residents, or is in any way to the detriment of the Melton Mowbray Town Estate's reputation.

Public Events:

Melton Mowbray Town Estate requires the following information/ documentation/ guarantees for any event to which members of the general public will be attending. These details will be required for commercial and non-profit making exhibitions/events.

- 37) Public Liability Insurance - Minimum £5,000,000. A copy must be presented to Melton Mowbray Town Estate before the event takes place.
- 38) Employers Liability Insurance - A copy must be presented to Melton Mowbray Town Estate before the event takes place.
- 39) Premises Licence - A copy must be presented to Melton Mowbray Town Estate before the event takes place.
- 40) Personal Licence - A copy must be presented to Melton Mowbray Town Estate before the event takes place.
- 41) Theft & Accidental Damage Insurance - A copy must be presented to Melton Mowbray Town Estate before the event takes place.
- 42) Ground Insurance Bond - where applicable to cover damage to grounds, property and equipment.
- 43) A plan of the Organisational Structure - outlining Names, Job Titles, and Contact details.
- 44) Fire Certificates for all dressings, sets, drop furnishings and structures (inc tents/marquees)
- 45) Additional firefighting equipment for installations, structures, and equipment.
- 46) First Aid Cover
- 47) Personal Protective Equipment - where applicable.
- 48) An event communications network - radios etc.

- 49) Structural Certificates for any staging / temporary structure.
- 50) A qualified electrician capable of issuing a minor works certification.

Outdoor Events;

Some outdoor events may require the following:

- 51) Organisers are to undertake adequate parking and traffic management on site and at the entrances to the site. There should be no blockage of access roads.
- 52) Fencing and barriers to prevent public access to restricted areas of the park land.
- 53) Track way to prevent turf damage from vehicle movements.

Stewarding/ Security:

The following are merely guidelines and must be confirmed through consultation with Town Estate Management once site plans, risk assessments, capacities etc are confirmed.

- 54) The organisers are to arrange adequate stewarding to ensure that the public do not enter restricted areas in the park.
- 55) Events requiring a Public Entertainment License: 1 steward per 100) persons.
- 56) Events requiring a Public Entertainment License where over 40% of the audience is under 16:1 steward per 50 persons.
- 57) Where equipment is left overnight, overnight security is mandatory.
- 58) The management of Melton Mowbray Town Estate reserves the right to make final decisions regarding stewarding/security numbers based upon consultation with the security co-coordinator, event director and any other relevant authorities.
- 59) All costs relating to security/stewarding are the responsibility of the event organiser.
- 60) Melton Mowbray Town Estate reserves the right to insist on the use of specific companies to supply stewarding/security/overnight security.

Important Notes:

- 61) The organisers must allow time for detailed planning meetings to take place with the Town Estate management, public and event safety coordinators and any other parties who require detailed planning meetings/ information.
- 62) Capacity will be determined by stewarding/security numbers, access to sanitation and emergency exits.
- 63) Always allow at least one hour prior to the opening for staff safety briefings/ site safety check.

These conditions of hire have been determined after consultation with solicitors, council/government officials, and health & safety/event consultants. They are intended to ensure the safety of all concerned and to ensure that all relevant legislation is adhered to. It is the intention of Melton Mowbray Town Estate to host safe and successful events, which further the reputation of all associated parties. Your cooperation is essential and is greatly appreciated.