

LICHFIELD CITY COUNCIL

Pool Walk Booking Form

Ref: _____

Conf: _____

Paid Deposit: _____

Name and Address of Hirer
(to whom all accounts and
correspondence will be sent)

1 Name of Organisation: _____

2 Nature of Booking: _____

3 Contact Telephone No Day: _____ Mobile: _____

4 Email address: _____

5 **PLEASE NOTE BOOKING CONDITIONS AND RENTAL CHARGES ON REVERSE**

REQUIREMENTS	DATE(S) & TIMES REQUIRED
POOL WALK - Adjacent to Minster Pool (off Dam Street, Lichfield, Staffs WS13 6AA) <i>[NB: Pool Walk is NOT licenced for the sale of alcohol or for the provision of regulated entertainment - see reverse for details]</i>	
PLEASE STATE WHAT YOU WILL BE PROMOTING, SELLING OR DISPLAYING	
PLEASE PROVIDE SIZE OF DISPLAY <i>(please supply photographs, if possible, to support your application)</i>	
POSSESSION OF PUBLIC LIABILITY INSURANCE FOR A MINIMUM OF £5,000,000 IS ESSENTIAL NB: Proof of Public Liability Insurance is required – a copy of your certificate of Insurance must be enclosed with this application	

I hereby apply to hire Pool Walk, details of which are given above. I agree to pay the charges in advance in accordance with the Council's scale, and I accept the Council's Conditions of Letting as printed overleaf.

Signed _____

Date _____

**THIS COMPLETED FORM SHOULD BE SIGNED AND RETURNED WITHIN 7 DAYS OF RECEIPT TO:
The Markets Officer, Lichfield City Council, Donegal House, Bore Street, Lichfield, Staffs WS13 6LU.
Telephone 01543 309853 email: rachel.clive@lichfield.gov.uk**

NB: This form is an application for hire only: Confirmation of booking will be forwarded to you in due course.

We will hold your details on file and where necessary reserve the right to disclose these to Environmental Health & Trading Standards or other statutory agencies. On occasions we are asked to pass on details to other interested parties; if you do not agree to this please tick the box provided.

OFFICE USE ONLY

Jan _____ Feb _____ March _____ April _____ May _____ June _____

July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____

Invoice reference: _____ Code: _____

CONDITIONS OF LETTING

- 1 All hire charges must be paid in full at least one week in advance of the booking, unless the City Council has agreed alternative payment arrangements in writing. Failure to make payments by the due date will result in the cancellation of the booking forthwith.
- 2 **Proof of Public Liability Insurance for a minimum of £5,000,000 is required and a copy of your certificate of Insurance must be enclosed with this application.**
- 3 Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - (a) less than 14 days’ notice: 25% of hire charge, whichever is greater.
 - (b) less than 7 days’ notice: full hire charge of booking.
- 4 The City Council reserves the right to refuse any application or, in exceptional circumstances, to cancel any booking should Pool Walk be required for a specific occasion, in which event only the fees paid will be refunded.
- 5 Pool Walk is in a pedestrianised area and no vehicles are permitted to enter the area without written consent from the City Council. Loading and unloading shall therefore take place from Dam Street or Bird Street car park. Please note also that City Centre access restrictions apply to Dam Street, and that parking charges apply to Bird Street car park.
- 6 Fly-posting of events to be held in Pool Walk is not permitted. Advertisements, posters, placards are not to be displayed without the express consent of the City Council. Failure to observe this condition will result in the immediate cancellation of the booking.
- 7 The hirer shall pay for all damage sustained during the booking period to any area of Pool Walk including street furniture, grassed areas and trees (such damage to be assessed by the Town Clerk whose decision thereon shall be final). The hirer shall leave the area in as clean a condition and good order as they were at the time of arrival.
- 8 The City Council will not in any circumstances be responsible for any damage, injury to, or loss of goods or property brought to Pool Walk for exhibition, sale or other purpose, or for goods or property left by the hirer or persons in relation to the booking, or for damage or injury to the person of the hirer or any persons being in or about Pool Walk whilst in the use of the hirer, and the hirer shall, and by acceptance of these conditions thereby does, indemnify the City Council against any claims which may be made upon them in respect thereof.
- 9 Pool Walk is NOT licensed for the sale of alcohol or for the provision of regulated entertainment. If it is the intention to sell alcohol or provide entertainment the hirer MUST apply for permission from the City Council before applying for the relevant licence(s).
- 10 Litter clearance is not included in the booking fee. It is the hirer’s responsibility to remove all litter and rubbish before leaving Pool Walk.

GENERAL SAFETY

- 11 The hirer shall appoint a competent person to be in charge throughout the duration of the booking and be, where necessary, assisted by a sufficient staff of competent attendants who shall be specially instructed as to their duties in the event of an emergency. ANY INSTRUCTION GIVEN BY THE CITY COUNCIL REGARDING THE SAFETY OF THE PUBLIC SHALL BE PUT INTO IMMEDIATE EFFECT.
- 12 Authorised Officers of the City Council and on duty Police and Fire Officers shall be allowed access to all areas of Pool Walk at all times.
- 13 All electrical appliances used on-site are to be PAT tested and hold a current certificate. The City Council is to be notified as to the type of appliances to be used on-site.
- 14 Hirers may need to provide a risk assessment depending on the nature of their booking.

POOL WALK RENTAL CHARGES

POOL WALK RENTAL CHARGES	Please tick <input checked="" type="checkbox"/>	
Private/Commercial organisations selling or promoting (exclusive use)		£150 per day
Private/Commercial organisations selling or promoting (not exceeding 30 square metres)		£120 per day
Voluntary/Charitable organisations for fundraising events (exclusive use)		£50 per day
Voluntary/Charitable organisations for fundraising events (not exceeding 30 square metres)		£20 per day