

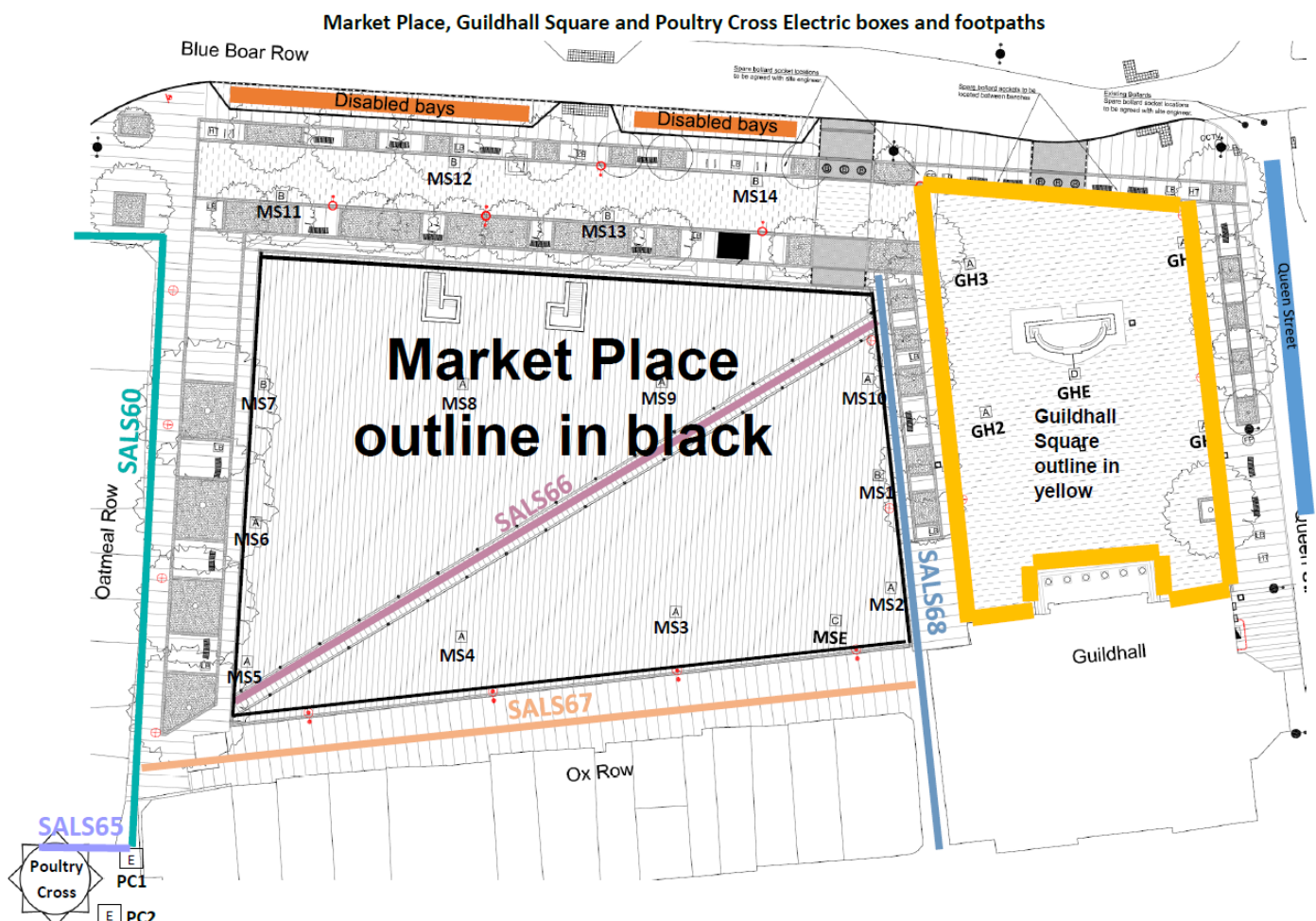
Guildhall External Areas Hire Charges

HIRE CHARGES (All prices are exempt of VAT) (Registered charities qualify for a discounted rate of 25%)		
SESSION	SITE	PRICE
0800 – 1300	Guildhall Square	£100
	Market Place	£250
	Poultry Cross	£50
1300 – 1800	Guildhall Square	£100
	Market Place	£250
	Poultry Cross	£50
0800 – 1800	Guildhall Square	£200
	Market Place	£500
	Poultry Cross	£100
1800 – 0000	Guildhall Square	£100
	Market Place	£250
	Poultry Cross	£50

The map below shows the areas available to hire.

PLEASE NOTE: The Right of Way paths need to be clear at all times (SAL60 / SAL65 / SAL66 / SAL67 / SAL68).

To have these closed you must apply to **Wiltshire Council** and notify us on your application form. This must be done a minimum of **8 weeks prior** to your first date booked and we must see a copy of the issued Temporary Road Closure Order/TPCA.



Guildhall External Areas Hire Charges (non-event)

SECTION 1 – HIRER INFORMATION				
Company/Organisation Name				
Contact Name				
Address				
Tel No				
Email				
SECTION 2 – LOCATION AND DATE REQUIRED				
Hire Date(s)				
Hire Time(s)				
Site (Please tick where applicable)	Market Square			
	Guildhall Square			
	Poultry Cross			
Reason for hire				
Will you be requesting the closure of any of the following? (Please tick where applicable)	SALS60		SALS67	
	SALS65		SALS66	
	SALS66			
SECTION 3 – PUBLIC LIABILITY AND RISK ASSESSMENT INFORMATION				
Does your company/organisation have Public Liability NB We will require a copy of this with your application	YES/NO Please delete			
Please confirm the amount of cover you have NB Salisbury City Council require a minimum of £5million				
Do you have a Risk Assessment for the activity you will be doing during the hire NB We will require a copy of this with your application	YES/NO Please delete			
SECTION 4 – BILLING INFORMATION				
Company/Organisation Name for the invoice				
Invoice Address				
Account Contact name				
Account Contact telephone number				
Account Email address				

SECTION 5 – DECLARATION AND DATE PROTECTION

Data Protection	Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information until the hire period has ended and full payment has been received whichever is the longest date.
Declaration	I confirm that all of the above information is accurate and correct I consent to the data being held as stated above I confirm that I have completed the form to the best of my knowledge and we agree and understand the “Hire Terms and Conditions” stated at the bottom of this form.
Person completing the form	Full Name _____ Date _____ Position _____ Signature _____
Submitting Your Application Please return your completed application form, your company Public Liability Certificate and Risk Assessment to the Business Team: guildhall@salisburycitycouncil.gov.uk or by post: Salisbury City Council, Business Team, The Guildhall, Salisbury, Wiltshire, SP1 1JH Please call 01722 342860 if you require any further information	

HIRE TERMS AND CONDITIONS:

APPLICATIONS

Salisbury City Council will notify you to confirm that your application had been received.

Please note that submission of an application does not guarantee the hire of the space. The Council will review all applications to ensure suitability.

PAYMENT

Please do not send payment with your completed application. Payment will be required once your successful application has been confirmed. An invoice will be sent to you to request payment. Payment must be made within 6 weeks of hire date or by return if the hire date is sooner.

Failure to pay beforehand will result in the hire agreement being cancelled.

CANCELLATION

Failure to settle the outstanding balance may result in the cancellation of your booking. If you cancel your booking, we cancel your booking due to your failure to pay the invoice on time or for any other reason you will be liable for a cancellation charge at the following rates:

Cancellation Period – (Prior to booked date)	Percentage of Total Fee
Within 1 Week	100%
Within 2 Weeks	75%
Within 3 Weeks	50%
Within 4 – 6 Weeks	25%

LOSS OR DAMAGE

The hirer is responsible for the hired site at all times during the hire period. It is the Hirers responsibility to check the area on arrival and bring any concerns to the attention of Salisbury City Council before the hire commences.

Any damage must be reported to the Council immediately.

If an area is damaged Salisbury City Council will assess and seek professional advice (if required). They will pass on all costs to repair/clean to the hirer.

LIABILITY

No liability is accepted for delays or non-performance of the Contract due to force majeure, act of God, the requirement of any statutory authority, fire, accident, industrial dispute, your failure to obtain any necessary permissions or licences or anything deemed to be beyond the Councils reasonable control.

The Council shall not be liable for any loss, damage or injury arising out of the use of or failure of the equipment or any defect in them save for the liability in respect of death or personal injury, which arises from our direct negligence.

The hirer will indemnify Salisbury City Council at all times fully against any liabilities, demands, actions, claims or proceedings arising from or in connection with the hire.

HEALTH AND SAFETY

Salisbury City Council regard Health and Safety with the utmost importance. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general. Hirers of our areas must take responsibility for health and safety and abide by the appropriate regulations and codes of practice.

WEATHER

If the MET office forecast sustained winds of 40mph or above, heavy snow and/or ice or other extreme weather the day before the scheduled event/hire of equipment then the event should be cancelled. You should notify the council and seek agreement of the closure. If agreed the balance of hire/equipment will be brought forward to the next event or a full refund given.

It is the decision of the hirer whether it is safe for equipment to be assembled in cases of high winds, or adverse weather, and if, once delivered/erected by SCC, the hirer cancels the event early the equipment must remain attended until such time as we arrive to collect.

If weather conditions are variable it is the Hirer's responsibility to make an assessment of conditions throughout the hire period and take any necessary precautions (such as adding / re-securing weights, removing sides, lowering completely or calling the council to arrange early collection – subject to resource availability).

GENERAL

The Hirer shall not use any electrical, gas or powered equipment of any kind inside of or in close proximity to the structures without prior written permission of the Council or by prior arrangement.

The hirer shall not tamper or modify with any of the equipment provided and agree not to affix, suspend or place upon the structures/equipment any item whatsoever (including additional side sheets) without prior written permission of the Council or by prior arrangement.

SUBLETTING

Salisbury City Council agree only for the site to be used by the hirer only for the purpose only stated on the original application form. Hirers are not permitted to sublet any of the hired space.

DISCLAIMER

Salisbury City Council, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons who use the equipment. The hirer will assume full responsibility for any third party claim arising from his/her own event or conduct.

A hirer shall provide adequate insurance to the Council's satisfaction to cover such indemnity and must produce to the Council's officers on demand evidence of third party public liability insurance to a minimum of £5,000,000 or sign to say they accept the disclaimer and that it is understood that the hirer is fully aware they are liable for any claim that may arise.

DATA PROTECTION

The data we will gather and hold will be managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. Salisbury City Council will not disclose or share personal information supplied by you with any third party organisation without your consent.