



THE TOWN HALL, WOODSTOCK, OXFORD, OX20 1SL
TELEPHONE: WOODSTOCK (01993) 811216
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The Town Hall Woodstock Booking form for Weddings and Receptions

NB The maximum number of persons permitted on each floor at any one time is sixty (60). This includes all those involved in administering an event and all other persons who of necessity are in that part of the buildings at the same time as the event.

There is a stair lift available for persons to access the Assembly room and kitchen. The ladies' toilets are accessible by the stair lift and the gents' toilet is on the ground floor. There is no specific disabled toilet.. (The nearest fully accessible toilets for the disabled are 50 yards away at the top of Brown's Lane near the post office.) There is a wheelchair available in the Assembly room.

Please read the fire regulations on the reverse of this form and the accompanying paper on conditions for hire before completing this form.

Name(s) _____

Address _____

_____ **Postcode** _____

Email _____

Home telephone _____ **Mobile phone** _____

I/We the undersigned hereby apply to you for the hire of (tick the following as required)

Mayor's Parlour/Wedding venue (max 60 persons) **Numbers attending** _____

Assembly Room (max 60 persons on upper floor) **Numbers attending** _____

Kitchen - upstairs (max permitted = 25 persons) **Numbers attending** _____

For the following date (day/month/year) _____ / _____ / _____

Start time of Wedding Ceremony _____ (access is permitted one hour before the start of the ceremony for weddings. If access is required before this time, prior arrangement must be made with the Town Hall office.)

For the purpose of: Wedding/Reception/Wedding & Reception (please delete as appropriate)

I/We agree to pay the £100 deposit for booking immediately (A booking will not deem to be confirmed until this form has been received signed and the deposit paid.) and the balance at least 28 days prior to the date of the event, together with a £150 damage deposit. The booking deposit is refundable minus a 10% administration fee only if the event is cancelled more than 28 days before the date booked. The damage deposit will be returned after the event if everything is in order.

I/We have read the conditions for hire of the Town Hall and agree to observe and perform all the conditions included with this booking form. We have studied the fire regulations for the building and will make sure our guests are aware of emergency evacuation procedures. The person(s) responsible for implementing the fire regulations and making guests aware of evacuation procedures will be

Signed _____ Date _____

I/We* have/do not* have insurance cover (*please delete as applicable).

Payment for this booking can be made by cheque, made payable to Woodstock Town Council, or by BACS transfer; Unity Trust Bank plc., Birmingham, A/C: Woodstock Town Council, A/C No: 20346388, Sort Code: 60-83-01.

The building is covered by a public events licence but does not have licence for sale of alcohol. Temporary Event Licences can be obtained from the District Council www.westoxon.gov.uk or by an email application to communityservice@westoxon.gov.uk but at least ten working days' notice before the event for which the licence is required.

FIRE REGULATIONS (Please also read more extensive conditions of hire)

The fire safety responsibilities of those leasing the building or part of need to be clearly established as part of the contract of hire.

It is an important part of the fire regulations that someone accepts the legal responsibilities for the fire regulations. The responsible person will need to take account of their lack of familiarity with the layout of the premises, the fire safety provisions and the duties of other responsible persons within the premises

No candles or naked flames are allowed anywhere in the building. There are emergency procedures and fire exits highlighted throughout the building. It is the client's responsibility to acquaint themselves with fire and other safety regulations and to inform all guests of emergency evacuation procedures.

The entrance hall and staircase enclosure form the only means of escape from the upper floors and must be kept clear of obstructions and combustible materials

Fire alarms are situated:

- in the front hall to the left of the main door
- on the landing just outside the Assembly Rooms

Fire extinguishers are situated:

- in the front hall by the main door
- in the Assistant Town Clerk's office
- in the lobby between the Mayor's Parlour and the front hall
- on the mezzanine outside the Ladies' toilet
- on the landing outside the Assembly Rooms
- in the kitchen (plus fire blanket)
- in the cellar

In case of fire:

On hearing the fire alarm, all must leave the building as quickly as possible. The Town Hall fire alarm automatically alerts the Fire Station. Fire Exits are clearly labelled in all rooms. Hirers should make themselves aware of where the fire exits are and inform attendees.

Exit from the upper floors is by the main stairs and the door on to Market Street.

Exit from the Mayor's Parlour is by the main doors (quick release lock) to the Town Square.

The Fire Assembly point is outside the Town Hall on the Main Town Square flagstones.