



# Deal Town Council - Undercroft Booking Form

## Charity Table Top Sales 2019

**Date of Booking:** (If more than one date is required please list in order of preference)

- 1.....
- 2.....
- 3.....
- 4.....

**Organisation:**.....

**Registration No. of Charity:**.....

**Name and telephone number for person responsible for event on the day, who will also ensure that the conditions of use are adhered to:**

**Name:**..... **Telephone Number:**.....

**Address:**.....

.....

..... **Post Code:**.....

**Email:**.....

**Number of Tables Required** (Maximum of 11 tables, please see attached layout):.....

Please note that any clothing rails (maximum 2) must be in place of a table.

Please indicate number of rails:.....

**Times Required:** (Please note times of use are between 08.30am-1.30pm)

**Start Time:**..... **Finish Time:**.....



Copy of our valid Public Liability Insurance certificate -  Attached  previously supplied

**Selling or handling food in the Undercroft**

If making, handling and selling food at a charity event in the Deal Town Hall Undercroft you are required to do so safely. Practical hygiene advice for caterers can be found at:

<https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups#sthash.a3KsKTGp.dpuf>

**I confirm that I agree to the attached conditions of use and will adhere to them:**

**Name:** .....**Date:** .....

Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [www.deal.gov.uk](http://www.deal.gov.uk) for further information)

Please indicate if you are happy for us to keep your personal data on file for the purpose of sending information regarding notification of booking in the future. (Please tick) Yes  No

Please return booking form to:

Joanne Harper, Event Manager  
Deal Town Council  
Town Hall  
High Street  
Deal  
Kent  
CT14 6TR

Tel: 01304 361999

Email: [Joanne.harper@deal.gov.uk](mailto:Joanne.harper@deal.gov.uk)

**For office use only:**

**Booking confirmed:**.....

**Application for Permit Sent:**.....

Public Liability Insurance certificate:  Received  Valid



## Undercroft Conditions of Use

- ✓ The Undercroft must be booked via Deal Town Council's Event Manager.
- ✓ The Undercroft is only available to hire for charitable table top sales.
- ✓ Times of use are between 8.30am and 1.30pm. Please note, if you are hiring tables these will be in place at 08.30am.
- ✓ The DDC application for a permit to make a street collection or sale must be completed under the Local Government Act 1972 once your booking has been confirmed and returned to Deal Town Council who will process the form on your behalf.
- ✓ The Undercroft is only available for hire by charitable organisations.
- ✓ The Undercroft is solely hired to the Person, Society, Committee or other of Persons Responsible for the proposed collection or sale. Under no circumstances is the Undercroft to be sub-let to another organisation or private seller.
- ✓ A fee of £15.00 is required at the time of booking. If you are also using Deal Town Council's tables, an additional payment of £10.00 is required.
- ✓ No refunds can be given, but the booking can be transferred to another available date subject to council approval.
- ✓ Cheques should be made payable to 'Deal Town Council'.
- ✓ The Undercroft is not available for hire on Wednesday and Friday due to Markets.
- ✓ The Undercroft must be kept clear at all times from bags, refuse etc. All sale items are to be contained on or within the table space provided.
- ✓ No advertising materials such as posters, banners, bunting or decorations must be attached to Deal Town Council property, including as walls, windows, doors, pillars, and noticeboards.
- ✓ The hirer must only sell goods or services for which they have permission. The sale of guns, crossbows, axes, swords or knives is not permitted.
- ✓ The hirer must have valid public liability insurance (copy of certificate required)
- ✓ If the hirer makes, handles and sells food at a charity event in the Deal Town Hall Undercroft they are required to do so safely.
- ✓ Tables will be arranged in a set format by a Deal Town Council Officer (please see overleaf) and must only be moved by a member of Deal Town Council staff in order to comply with Health and Safety regulations. Failure to adhere to this may result in future bookings being refused.
- ✓ If you are providing your own tables they must adhere to the standard set format and be fit for purpose
- ✓ If you wish to substitute a table for a clothing rail (maximum 2), you are permitted to do this providing that it is fit for purpose and is in place of a table and does not exceed the space which is allowed for a table.
- ✓ All goods must be displayed on the tables supplied and under no circumstances must they be placed anywhere else within the Undercroft e.g. window frames, doorways, or benches. Failure to adhere to this may result in future bookings being refused.
- ✓ All refuse must be removed and the Undercroft left tidy, goods must be packed away by 1.30pm
- ✓ Smoking in the Undercroft is strictly prohibited.
- ✓ We will endeavor to book the date you request, however, this cannot be guaranteed.
- ✓ Deal Town Council has a zero tolerance for unacceptable behavior towards our staff. Violence against staff is a crime, and threatening or violent behavior, which is rare, will not be tolerated in any form whatsoever.

## Set Layout for tables

