



SHREWSBURY TOWN COUNCIL

Livesey House, 7 St John's Hill, Shrewsbury, SY1 1JD

2025/26

APPLICATION FOR USE OF ROOMS: The Grange Youth & Community Centre Mount Pleasant Road, Shrewsbury SY1 3SW

Rooms required (✓):	Hall Standard rate £59.00* <input type="checkbox"/> Charity rate £35.50 <input type="checkbox"/>	Meeting Room/ Reception Area Standard rate £38.25* <input type="checkbox"/> Charity rate £24.25 <input type="checkbox"/>
<small>* Pro rata available on request. Charges are for a session of up to 4 hours morning, afternoon or evening between 9.00am and 10.00pm.</small>		
Date(s) of proposed use: <small>(At least 2 weeks' notice please)</small>	From: To:	One off use <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>
Times room(s) required: <small>(Times should include arrival, setting up and clearing up.)</small>		Specified dates <input type="checkbox"/> <small>Please list (use a separate sheet if necessary)</small>
Purpose for room use:		Estimated attendance:
General age of group:	Children <input type="checkbox"/>	Teenagers <input type="checkbox"/>
		Adults <input type="checkbox"/>
Name of organisation:		
Charity number (if applicable):		
Name and address of applicant: <small>(aged 21+)</small>		
Contact details:	Tel: Email:	Mob:
For block bookings only: Invoice name and address: <small>(if different from above)</small>		

**Before signing the form, please read the conditions of hire printed overleaf.
Please note that bookings will not be confirmed until payment is received.**

Signed _____ Date _____

I have enclosed a copy of my Public Liability Certificate.

Please return this form to **Shrewsbury Town Council** at the above address together with your payment by cheque (made payable to *Shrewsbury Town Council*) or BACS (Sort Code: 55-50-05 Account no. 55707513).



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THE GRANGE YOUTH & COMMUNITY CENTRE LETTING CHARGES WITH EFFECT FROM 1ST APRIL 2025

Charges below are for a session of up to 4 hours morning, afternoon or evening between 9.00am and 10.00pm.

Standard Rate

Hall	£59.00*
Meeting Room	£38.25*
Reception Area	£38.25*

** Pro rata available on request.*

Charity Rate

Hall	£35.50
Meeting Room	£24.25
Reception Area	£24.25

NOTE: Any use extending after 10.00pm will be charged at an additional 50% of the full appropriate rate for each hour or part hour.

CANCELLATION: 24 hours' notice must be given for all cancellations. Any cancellation received on the day of the room booking may incur an administration fee of 50% charge of the room booking cost.

SUMMARY OF HIRING CONDITIONS

1. The hirer shall be held responsible for the security of the premises for the full period of the letting if using the building without staff.
2. 24 hours' must be given for any cancellations or the full charge will be payable.
3. The Council reserves the right to cancel any letting on one week's notice subject to repayment of monies already paid, but no other liability shall be attached to the Council by virtue of the cancellation.
4. Hire periods include time for preparation and clearing away afterwards. It is essential that the times of entry and departure are strictly observed.
5. Charges are reviewed annually. The rates confirmed on receipt of application are correct at today's date. Should they be amended, then organisations will be charged the rate in force on the date they use the premises. Prior notice of any changes will be given.
6. Playgroups shall be charged the standard rate unless shown to be commercial ventures.
7. Subletting is prohibited.
8. All hirers must provide proof that they have public liability insurance cover to indemnify the Council against loss or injury arising from the booking.

9. **Hirers will be held responsible for tidying up and making good any damage done to the premises' furniture or equipment.**
10. As there is no access to a landline at the centre a mobile phone should be provided by the hirer in case of emergencies.
11. **Smoking is not permitted on the premises or within 15 metres of the premises**
12. **Gambling is not allowed on the premises.**
13. Alcoholic drinks are not allowed on the premises.
14. The Council retains the right to seek information concerning businesses and individuals from a credit reference agency.
15. Shrewsbury Town Council does not take responsibility for any accidents.
16. Data Protection Notice: Shrewsbury Town Council will use the information that you provide on this booking form for tracing, the prevention of fraud and the recovery of debt. The information will only be disclosed to third parties where necessary for this purpose.
17. **FIRE EVACUATION:** In the event of a building evacuation, you are responsible for ensuring that all members of your group safely exit the building and gather at the assembly point. Instructions and directions are within the building
18. **FIRST AID:** Hirers are responsible for providing a first aid trained leader and first aid equipment. All groups are responsible for their own First Aid arrangements. **A defibrillator is available on site.**
19. **RISK ASSESSMENT:** As a statutory legal requirement all groups should have completed risk assessments for all activities they undertake. Copies of these assessment may be required for Council records. Hirers are responsible for undertaking risk assessments for their activity.
20. **INSURANCE:** All hirers must take responsibility for their own public liability insurance with a minimum cover of £5m.
21. **ELECTRICAL EQUIPMENT:** A safety certificate confirming that portable electrical appliances have been PAT tested must be provided for any electrical equipment brought onto the premises. Please inform us if you intend to bring any equipment in and we will forward the required form to confirm all PAT tests are in place.
22. Chairs and tables must be stacked appropriately after use.