

## APPLICATION FORM

Daventry Town Council grant permission to use the Chamber at Daventry Town Council Offices, subject to the following terms and conditions:

1. Use of room is for 'not for profit organisations', unless previously agreed by relevant committee.
2. Daventry Town Council shall not be liable for any delay or for the consequences of any delay in performing or failure to perform any of our obligations under any agreement with you if such delay is due to any cause beyond our reasonable control.
3. The applicant may not use the venue for any activities which are illegal, immoral, offensive or dangerous or which may become a nuisance to the Council or occupiers of neighbouring properties.
4. The applicant undertakes to comply (and to ensure their guests / visitors/ participants comply) with all applicable laws, licences, regulations, COVID-secure guidelines and policies in force at the Town Council Offices including, but not limited to, ensuring that no fire exits and routes are obstructed at any time.
5. Any damage to, or theft of, property at the venue caused by the applicant or the applicant's participants or visitors will be charged to you at full replacement value.
6. Daventry Town Council accept no liability for any loss, damage or injury to the applicant's property, or the property of any participants / visitors.
7. If, in Daventry Town Council's reasonable opinion, the nature of the event is different from that agreed, Daventry Town Council may cancel your booking without liability.
8. If there are any changes to the applicant's requirements, the applicant must notify Daventry Town Council immediately and a new booking form will be issued.

Signed:	.....	Contact Name:	.....
Organisation:	.....		
Organisation Address	.....		
Contact Email	.....	Contact Tel:	.....
Date(s) of Use:	.....		
Approved by Name:	.....	Date	.....

Please note that the Council Chamber is also home to the Town's Museum and due care and consideration must be given within the exhibition space: the blinds must stay closed to avoid sunlight damage to artefacts; and no food or drink are to be consumed in the room. Please leave the Council Chamber in the same state as you found it.