

## PORTERS, CIVIC HOUSE – SOUTHEND-ON-SEA CITY COUNCIL

### **IMPORTANT: PLEASE READ THE FOLLOWING TERMS & CONDITIONS OF USE BEFORE BOOKING**

Your cooperation with the following will help maintain and protect the Civic House.

To arrange a mutually convenient time to view the facilities before booking please contact:

**The Mayor's Office** - Tel: 01702 215141 or email: [adamtregoning@southend.gov.uk](mailto:adamtregoning@southend.gov.uk)

#### **General**

1. Porters is a Grade 1 listed building and has limitations in respect of facilities for senior citizens and people with disabilities. Cloakrooms are only accessible by stairs. Flooring throughout the Civic House is uneven and doorway thresholds are quite high.
2. No signs or banners may be adhered to any walls or furniture within the Civic House or on the perimeter walls of the grounds.
3. Booking requests which include dancing, loud music, or table sales will not be permitted. Raffles, tombola's (or similar) are permitted.
4. Events of a political or religious nature are not permitted.

#### **Booking arrangements**

5. Hiring times: the Civic House is booked in 4 hour increments and fees are charged based on this period. Additional charges will apply to any events that exceed the initial 4 hour booking. Booking length must include set up time and clean up time. Set up may be maximum 1.5 hours before your guests arrive, but no earlier than 8.30am. Evening functions must end by 10.00pm, including clean up time by your caterer. The premises must be vacated by no later than 10.30pm.
6. Catering must be arranged directly with approved caterers. Your caterer will need staff to serve and wash up as we cannot provide this facility. Glasses must be put back in the correct size boxes, crockery stored neatly and cutlery sorted and stored correctly.
7. Furniture will be arranged as requested on the booking form. Other furnishings within the Civic House may not be moved between rooms.

#### **Safety**

8. For fire safety regulation reasons, the number given for people attending should include catering staff, the Mayor, Mayoress & Mayor's Office staff. The maximum number permitted inside the Civic House is **60 people**. The maximum number permitted within the Civic House and garden during the summer months is **100 people**.
9. Organisations are responsible for nominating somebody to attend to the main entrance of the Civic House to ensure only their guests are permitted access. Organisers should have a list of expected guests. Capacity numbers must be strictly adhered to.
10. Due to the uneven flooring within the Civic House ladies are requested not to wear stiletto heels and your guests should be advised accordingly.

#### **Garden and grounds**

11. There are car parking spaces for 12 vehicles in the grounds and we ask that cars be parked neatly leaving access for emergency vehicles. The yellow box outside the kitchen door must be kept clear as a fire exit. We ask that every consideration be given to people living in adjacent properties as you arrive and leave the Civic House.
12. Furniture may not be removed from the Civic House and taken into the Garden. In summer months, garden furniture will be available for use.
13. There is a pond at the bottom of the garden and your guests should be advised accordingly. Any children at the Civic House must be accompanied by a responsible adult at all times.

# Porters Civic House – Booking Request

This form must be completed and returned at least 2 weeks prior to your event date. The Mayor’s Office will inform you whether this request is approved. Once approved, bookings at Porters are NOT confirmed until full payment is received.

## 1. CONTACT & EVENT DETAILS

\*Delete as applicable

Contact Details of Organiser:	
<b>Organisation Name:</b> <i>(Including Registered Charity number, if applicable)</i>	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
Event Details:	
<b>Event Title:</b>	
<b>Type of Event:</b> <i>(Please give brief details e.g. AGM, tour, talk, social)</i>	
<b>Day and Date of Event:</b>	
Start and End Times of Event (included within your 4 hour booking):	
<b>Start:</b>	
<b>End:</b>	
<b>Number of Guests Expected:</b> <i>(Guest numbers must include the Mayor and Mayoress, all staff and caterers working. Maximum 60 people in the Civic House.)</i>	
<b>Is this a Ticketed Event?:</b>	<b>*Yes / No    Price per Ticket - £_____</b>

## 2. CATERING

**Please note:** We do not provide catering. Organisations are responsible for booking an approved caterer and they will need staff to serve, clear up and wash up as we cannot provide this facility. This also applies to groups or organisations that are self-catering (*please list personnel for these duties below*). Glasses must be put back in the correct size boxes, crockery stored neatly and cutlery sorted and stored correctly. (This is not the responsibility of the Mayor's Office staff on duty at Porters).

**The Macebearer and Porters staff are on duty to attend to the Mayor, to ensure the safety of the guests, to ensure the security of the Civic House and to conduct arranged Tours only.**

\*Delete as applicable

<b>Name of Caterer:</b>	
<b>Telephone Number of Caterer:</b>	
<b>Does your caterer have public liability insurance?:</b>	<b>*Yes / No</b>
<b>Does your caterer have a hygiene certificate?:</b>	<b>*Yes / No</b>
<b>Time Kitchen Required?:</b>	<b>Please note:</b> (Maximum <b>ONE</b> hour before your guests arrive, but no earlier than 8.30am. All guests and caterers must vacate the premises by 10.30pm.)
<b>From:</b> (am/pm)	
<b>To:</b> (am/pm)	
<b>Event Kitchen Staff:</b>  <i>ALL organisations/groups that require use of the Kitchen for self-catering must provide designated personnel to set up and clean up at their function. Please list the names of those who will be responsible for this at your event.</i>	
<b>Catering Type:</b> (please select as appropriate)  <b>Please Note:</b> <b>BBQ's Are Not Permitted</b>	<b>*Sit Down Meal / Buffet Meal</b>  <b>*Hot / Cold</b>  <b>*Nibbles Only</b>  <b>*Other:</b> (please specify)

<b>Dining Room Set-up Required:</b> <i>(please select as appropriate)</i>	<p><b>*Theatre Style Seating</b> (Maximum 50)</p> <p><b>*Sit Down Meal</b> (Maximum 32)</p> <p><b>*Buffet Table</b> (With 35 chairs around the edge of the room)</p> <p><b>*Other</b> (Please specify and we will try to accommodate)</p>
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### 3. ITEMS AVAILABLE FOR CATERERS' USE AT PORTERS CIVIC HOUSE

*\*Delete / indicate quantity as applicable*

<p><b>We <u>DO NOT</u> supply these items:</b></p> <p>Tea towels, kitchen roll</p> <p>Table napkins/serviettes</p> <p>Carving knives/cake slices, etc</p> <p>Baking tins, saucepans, etc</p> <p>Scissors, corkscrew</p> <p>Cooking utensils, serving trays</p> <p>Coffee, tea, sugar, milk, etc.</p> <p>Cling film, disposable containers</p>	<p><b>We <u>DO</u> supply:</b></p> <p>Table cloths for buffet/dining table</p> <p>Wine glasses:      *(indicate quantity needed)_____</p> <p>Soft Drink Glasses: *(indicate quantity needed)_____</p> <p><b>Crockery:</b></p> <p>Dinner Plates:      *(indicate quantity needed)_____</p> <p>Side Plates:        *(indicate quantity needed)_____</p> <p>Dessert bowls:     *(indicate quantity needed)_____</p> <p>Cups &amp; saucers:    *(indicate quantity needed)_____</p> <p>Sets of cutlery:     *(indicate quantity needed)_____</p> <p>(knife, fork, spoon)</p>
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### 4. ENTERTAINMENT

*\*Delete as applicable*

<p><b>Keyboard Required?</b>  <b>(Please note:</b> the keyboard is only available inside the House on the ground floor, not in the Garden).</p>	<p><b>*Yes / No</b></p>
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<p><b>Other Entertainment:</b></p> <p><i>(Please note: We do not supply sound equipment or PA System)</i></p>	<p><b>*Music (String Quartet / CD's, etc)</b></p> <p><b>*Raffle / Tombola</b></p> <p><b>*Other (Please specify)</b></p>
<p><b>Guided Tour of Civic House:</b></p>	<p>Tours must be pre-arranged and cannot be conducted for more than 30 people. Each tour takes approximately 45 minutes. <b>* Fees apply to bookings made for the sole purpose of touring the Civic House.</b> <i>(please ask for details when booking)</i></p> <p>Please indicate if you would like to arrange a tour during your function:</p> <p><b>*Yes / No</b></p>

## 5. REQUEST ATTENDANCE OF THE WORSHIPFUL THE MAYOR OF SOUTHEND-ON-SEA

**Please note:** The following information will be required before the Mayor's attendance can be confirmed at any event. For functions at Porters, the Mayor and Mayoress will arrive early in order to greet guests to their "home".

*\*Delete as applicable*

<b>Is the Mayor invited to attend?:</b>	<b>*Yes / No</b>
<b>Is the Mayoress invited to attend?:</b>	<b>*Yes / No</b>
<b>Who is presiding and will greet the Mayor?:</b>	
<b>Time the Mayor should arrive at the function: (am/pm)</b>	
<b>Dress for the function:</b>	<p><b>*Formal (Black Tie)</b></p> <p><b>*Informal (Lounge Suit)</b></p> <p><b>*Other (Please specify)</b></p>

## 6. NOTES ON PROTOCOL

**Mayoral procedure:** The Local Government Act 1992 Section 22(iv) provides that the Chairman (Mayor), “shall have precedence in all places in the Borough.” Accordingly, the Mayor should sit on the immediate right of the Chairman, with the Mayoress immediately on the left of the Chair. However on less formal occasions it is acceptable for the Mayoress to sit next to the Mayor.

Correct Manner of Address:	
The correct title of the Mayor for announcing:	<b>“The Worshipful the Mayor of Southend-on-Sea”.</b>
The Mayor:	<b>“Mr Mayor” or “Madam Mayor”</b> (“Mayor” is correct regardless of gender.)
The Mayoress:	“Madam Mayoress” (not “The Lady Mayoress”)
Mayor’s Consort / Escort:	“Mr Consort”, “Mr Escort” or “Mr (surname)”
The Deputy Mayor:	“Mr Deputy Mayor” or “Madam Deputy Mayor”
The Deputy Mayoress:	“Madam Deputy Mayoress”
Deputy Mayor’s Consort/Escort:	“Mr (surname)” or “Mrs (surname)”

## 7. FEES FOR THE USE OF PORTERS, CIVIC HOUSE

This completed form is required for all provisional bookings. Upon approval, full payment is required to confirm the booking of the Civic House, Porters. Fees are subject to change until booking is confirmed.

### PLEASE COMPLETE AND RETURN THIS FORM AT LEAST 2 WEEKS PRIOR TO EVENT

Please sign and date this form where noted below. Terms and Conditions for the use of Porters, Civic House are provided under separate cover. If you are returning this form electronically, this is effectively your electronic signature. Please retain a copy of this form for your records.

\_\_\_\_\_

Print Name and date

\_\_\_\_\_

Signature

**Please return this form by email to [adamtregoning@southend.gov.uk](mailto:adamtregoning@southend.gov.uk) or by post to:**

Adam Tregoning JP  
Southend-on-Sea City Council  
Porters Civic House  
Southchurch Road  
Southend-on-Sea  
SS1 2LT

**Telephone: 01702 215141**

#### Office use only:

Date booking request received: .....  
Date deposit received: .....  
Amount of deposit: .....  
Balance due: .....  
Date balance received: .....