



# Town Hall & Memorial Hall Application for Hire

I hereby make an application for hire of the facilities listed below:

<b>Hirer</b> (Title/First Name/Surname)	<b>Organisation</b>
<b>Address:-</b>	
<b>Post Code:-</b>	
<b>Telephone Numbers :-</b> (please provide two) (1) <span style="float: right;">(2)</span>	
<b>Email:-</b>	
<b>Purpose of Hire:-</b>	
<b>Number of Attendees</b>	<b>Date(s)</b>
<b>Start time</b> <small>(to include set up)</small>	<b>End time</b> <small>(time you will be vacating the premises)</small>

**Rooms to be hired**

<b>Town Hall</b>	<input checked="" type="checkbox"/>
<b>Council Chamber</b>	<input type="checkbox"/>
<b>Main Hall*</b>	<input type="checkbox"/>
<b>Club Room</b>	<input type="checkbox"/>
<b>Club Room with Bar</b>	<input type="checkbox"/>
<b>Kitchen (Drinks Only)</b>	<input type="checkbox"/>
<b>Kitchen (Catering)</b>	<input type="checkbox"/>
<b>Ante Room</b>	<input type="checkbox"/>

<b>Memorial Hall*</b>	<input checked="" type="checkbox"/>
<b>Main Hall</b>	<input type="checkbox"/>
<b>Kitchen (Drinks only)</b>	<input type="checkbox"/>
<b>Kitchen (Catering)</b>	<input type="checkbox"/>

\*maximum capacity is 100 persons in the Memorial Hall (see below for Town Hall)

**FIRE SAFETY NOTICE** *Ticket sales in the Main hall are limited to a maximum of 150\**

**Licensing**

<b>Live music to be played</b>	<b>Y / N</b>	<b>Pre Recorded Music</b>	<b>Y / N</b>
<b>Alcohol being provided</b>	<input type="checkbox"/>	<b>Alcohol being Sold</b>	<input type="checkbox"/>
		<b>Y / N</b>	<b>Own License</b>
			<b>Y / N</b>

**Room layout** We aim to accommodate all layout requests. However, please note that there are maximum numbers for specific layouts which may be less capacity than the ones listed below. We cannot guarantee to accommodate every layout request if it differs from the specified room plans we hold (please ask to see the plans)

**Capacities /Limits**

Town Hall building capacity is a maximum of **200** including staff & performers therefore the following room limits are imposed:-

Main Hall - Standing or Theatre Style (standard stage 4m).....150\*

\*This figure represents a maximum **150** ticketed/invited attendees in the Main Hall. There is provision for an additional 30 people (performers, stewards & staff) to be present in the main hall during performances, on the expectation that these have received a safety briefing & have full understanding of the fire evacuation procedure subject to building capacity.

Club Room - Standing..... 40

Club Room - Seated (Theatre Style).....30

Ante Room ..... 15

All room limits are dependent on the combined total which must not exceed **200**, and are operated on a first come first serve basis.

**PLEASE NOTE:-** Any set up which differs from the above may affect capacities, please check before booking, to ensure your layout & number of attendees can be accommodated.

**Community Groups & Residents Rates 01 April 2017-31 March 2018**

**Town Hall & Memorial Hall**

<b>Room for Hire</b>	<b>Off Peak</b> (PER HOUR) 0700 – 2300 Mon-Thurs 0700-1600 Friday	<b>Peak*</b> (PER HOUR) Friday 1600-2300 Saturday & Sunday 0700-2300	<b>Peak Plus</b> (PER HOUR) Monday – Sunday 2300-0000
<b>Town Hall</b> (chargeable in ½ hour slots, subject to a minimum 1 hour hire)			
Main Hall	£11.25	£16.75	£22.50
Club Room	£8.25	£12.25	£16.30
Ante Room	£7.00	£10.25	£13.25
Council Chamber	£9.25	£14.25	£18.35
Kitchen (Drinks use only)	£2.10	£3.20	£4.20
Kitchen (Drinks & Catering)	£10.25	£15.30	£20.40
Main Hall, Club Room, Bar, Kitchen, Ante Room,	£25.50	£38.25	£51.00
Stage Extensions	£30.00 for the first extension		
<b>Large Event/Weekend all inclusive rates</b>			
Whole of Top Floor:- Main Hall, Club Room, Bar, Ante room, Kitchen (Saturday or Sunday 0700-0000)	£530.00		
Whole of Top Floor :- Main Hall, Club Room, Bar, Ante room, Kitchen (Friday 1200-Sunday 1200)	£895.00		
<b>Memorial Hall</b> (Chargeable in 1 hour slots and part thereof)			
Hall Only	£9.50	£15.30	£19.50
Hall + Kitchen (drinks use only)	£11.50	£17.30	£23.50
Hall + Kitchen (catering use)	£14.50	£21.90	£29.50

The Town Council offers these preferential rates for the use of residents of the Parish and the community groups within. Other users are welcomed, charges are an additional 10% on the above rates.

\*Bank Holidays, Christmas Eve & New Year's Eve will be charged at PEAK RATE tariff

As part of the room hire the Town Council will provide tables and chairs as standard as agreed at the time of booking to accommodate the amount of persons being hired for. Additional items are available to lend or hire. Please ask when making a booking if you wish to reserve these, as availability cannot be guaranteed, on the day of hire if not pre-booked

**I confirm that I agree to all terms in this document and I am authorised to make this booking on behalf of the organisation/hirer detailed:-**

Signed.....

Print Name.....

Date.....