



Town Hall & Memorial Hall Application for Hire

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

Hirer (Title/First Name/Surname)		Organisation	
Address:-			
		Post Code:-	
Telephone Numbers :- (please provide two) (1)		(2)	
Email:-			
Purpose of Hire:-			
Number of Attendees <i>Please see capacities & limits</i>			
Start time (to include set up)		End time (time you will be vacating the premises)	Date(s)

Rooms to be hired

Town Hall <i>(see capacities overleaf)</i>	✓	Memorial Hall	✓
Council Chamber		Main Hall	
Main Hall*		Kitchen (Drinks only)	
Club Room		Kitchen (Catering)	
Club Room with Bar		Memorial Garden	
Kitchen (Drinks Only)		FIRE SAFETY NOTICE * Ticket sales in the Main hall are limited to a maximum of 150	
Kitchen (Catering)			
Ante Room			

There is no charge for Memorial Gardens (unless the Town Council Market Stalls are being utilised)

Licensing

Live music to be played	Y / N	Pre Recorded Music	Y / N
Alcohol being provided	Y/N	Alcohol being Sold	Y / N
		Own License	Y / N

Community Groups & Residents Rates 01 April 2019-31 March 2020

Room for Hire	Off Peak (PER HOUR) 0700 – 2300 Mon-Thurs 0700-1600 Friday	Peak* (PER HOUR) Friday 1600-2300 Saturday & Sunday 0700-2300	Peak Plus (PER HOUR) Monday – Sunday 2300-0000
Town Hall (chargeable in ½ hour slots, subject to a minimum 1 hour hire)			
Main Hall	£13.60	£20.20	£27.25
Club Room	£10.00	£14.80	£19.65
Ante Room	£8.00	£12.40	£16.05
Council Chamber	£11.10	£17.20	£22.20
Kitchen (Drinks use only)	£2.50	£3.80	£5.05
Kitchen (Drinks & Catering)	£11.30	£18.40	£24.60
Main Hall, Club Room, Bar, Kitchen, Ante Room,	£30.50	£46.30	£61.70
Memorial Hall (Chargeable in 1 hour slots and part thereof)			
Hall Only	£11.55	£18.40	£23.65
Hall + Kitchen (drinks only)	£13.90	£20.60	£28.50
Hall + Kitchen (catering use)	£17.50	£26.50	£35.75

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)

Stage Extensions:- Please specify in the box below your stage requirements. A minimum of **4 weeks** notice is required for **any** changes to the standard 4 layer stage & cannot be guaranteed. A charge of £30.00 will be levied for any alteration to the stage set up.

Stage requirements

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 (by the hirer) & have full understanding of the fire evacuation procedure.

Club Room - Standing..... 40

Club Room - Seated (Theatre Style) 30

Ante Room 15

Memorial Hall - Standing.....100

Memorial Hall - Seated..... 50

All room limits in the Town Hall 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.

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%.

As part of the room hire the Town Council will provide tables and chairs as standard, to be agreed at the time of booking to accommodate the amount of persons being hired for. Additional items such as crockery, AV equipment & flip charts are available for use in the building. 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.....