



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>			
Date(s)		Start time (to include set up)	End time (time you will be vacating the premises)

Rooms to be hired

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Town Hall <i>(see capacities overleaf)</i></td><td style="text-align: center; padding: 2px;">✓</td></tr> <tr><td style="padding: 2px;">Council Chamber</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Main Hall*</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Club Room</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Club Room with Bar</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Kitchen (Drinks Only)</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Kitchen (Catering)</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Ante Room</td><td style="text-align: center; padding: 2px;"></td></tr> </table>	Town Hall <i>(see capacities overleaf)</i>	✓	Council Chamber		Main Hall*		Club Room		Club Room with Bar		Kitchen (Drinks Only)		Kitchen (Catering)		Ante Room		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px; text-align: center;">Memorial Hall</td> <td style="text-align: center; padding: 2px;">✓</td> </tr> <tr><td style="padding: 2px;">Main Hall</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Kitchen (Drinks only)</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Kitchen (Catering)</td><td style="text-align: center; padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Memorial Garden</td><td style="text-align: center; padding: 2px;"></td></tr> <tr style="background-color: red; color: white;"> <td colspan="2" style="padding: 5px;">FIRE SAFETY NOTICE * Ticket sales in the Main hall are limited to a maximum of 150</td> </tr> </table>	Memorial Hall	✓	Main Hall		Kitchen (Drinks only)		Kitchen (Catering)		Memorial Garden		FIRE SAFETY NOTICE * Ticket sales in the Main hall are limited to a maximum of 150	
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There may be charges for Memorial Gardens usage & market stalls please contact WTC for details.

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 2021-31 March 2022

*Bank Holidays, Christmas Eve & New Year's Eve will be charged at PEAK RATE tariff & are at the Clerk's discretion

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/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.

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.**

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 have a conducted a full risk assessment for this hire and can produce a copy to the Town Council if requested (for templates: www.HSE.gov.uk)

If applicable a copy of my public liability will be provided to the Town Council prior the room hire. Please note: It is the room hirers responsibility to check if they need PL/personal insurance & WTC recommends all hirers are covered.

I (print name).....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: Date.....