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| **Name of Hirer :**  (this person must be present throughout the Function) |  |
| **Address:** |  |
| **Postcode:** |  |
| **Contact Number:** |  |
| **Email:** |  |
| **Registered Charity Number:** (discounts may be available) |  |
| **Date of Function:** (we’re not open on Bank Holidays) |  |
| **Name of Event:** |  |
| **Purpose of Booking:** (18th and 21st birthday parties are not permitted) |  |
| **Number Expected:** |  |
| **Name of Competent Representative:**  (to give constant oversight & attention to the Letting Conditions at the Function) |  |

**Please tick the room/area you wish to hire:**

Town Hall Annexe Stage Council Chamber Bar

Room B Foyer Kitchen (no cooking) Kitchen (use of cooker, fridge)

**Bar – The venue is a licensed premises. You may only consume alcohol on the premises supplied by the licensee – Mark Bailey. It’s essential you contact him direct to discuss your requirements if you wish to have the bar at your event.**

**Email: markbailey3@sky.com. Phone: 07722 008421**

If you’re planning on using outside caterers, please tell us which organisation you’re using:

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The Town Council reserves the right to check relevant qualifications, references and insurances.

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| **Entry Time:** | (for preparation) |
| **Event Start Time:** |  |
| **Event Finish Time:** |  |
| **Exit Time:** | (including clearing away after the event) |

You should book set up and cleaning away time within your hire. Guests are not permitted to enter The Premises before their entry time. Following cleaning away, the Hirer should depart on time, all persons should have left The Premises by the event Exit Time. Additional fees will be charged if guests haven’t left by the exit time stated. Please view the ‘Letting Conditions’ for further information in relation to charges and expectations regarding the condition that the room must be left in.

**Please tick any equipment you wish to hire:**

Piano Projector Flipchart Microphone/PA Screen

All except the piano are available in the Hall, Council Chamber and Room B

**Will the function include public performance of:**

Copyright musical works? Yes No

Sound recordings? Yes No

See ‘Letting Conditions’ section ‘Copyright Act 1956’ for further information

**Room Layout – Hall** Please tick the box to confirm the room layout you require, referring to the ‘Example Room Layouts’, (the maximum number of persons allowed is shown, according to the room layout chosen). These are examples - we’ll attempt to accommodate any specific requests you may have.

Formal Dining Style with Top Table

Square Table Layout

Standard Party Layout

During Office Hours – Monday to Friday

Close Seated Audience

Close Seated Audience – With Stage Extension Modules

Maximum Seating Using Tables & Chairs

Tables with Chairs Facing the Stage “A”

Tables with Chairs Facing the Stage “B”

Examination Style – Bingo, Pub quiz, Beetle drive, etc

Typical Table Top Arrangement

Annexe Area with Hall Tables & Chairs

Other – please specify below

**Room Layout – Chamber**

Please tick the box to confirm the room layout you require:

Examination Style

Horseshoe

Square

Oblong

**Hall** - Please confirm the number you require:

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| Tables (5.910.’x 2’46”/1.8m x 0.75m): |  |
| Chairs (plastic): |  |
| Chairs (upholstered): |  |
| Stage modules (2’6”x 2’6”/0.75m x 0.75m): |  |

If you intend to use chair coverings and tablecloths, please advise what arrangements are in place for storage and collection:

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**Chamber** – Please confirm the number you require:

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| Tables (6’x 2’49”/1.5m x 0.76m):  Maximum of 8 |  |
| Chairs (upholstered): |  |

If you require the Town Council to sell tickets on your behalf, please provide information below (eg cost of ticket, age restrictions, who will be responsible for collecting any funds received, etc).

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Please read our Letting Conditions and Rates of Hire. Key points within these include:

* Payment is required in full 21 days prior to the date of The Function. A deposit may be required; cheques should be made payable to Biddulph Town Council. The Hirer of The Premises is the liable payee and must be present throughout The Function.
* The Hirer is fully responsible for the safety of all persons attending any Function for which they have hired The Premises. The Hirer will be required to manage all risks at the event.
* Biddulph Town Hall is a no-smoking building, including vaping. Smoking in all parts of the Town Hall (including toilets) is strictly forbidden. Anyone wishing to smoke must be an acceptable distance away from the building.
* Should the fire alarm sound, The Hirer will be required to ensure they have clear details of all those in The Premises. The fire assembly point is outside the Conservative Club.
* Set up and cleaning away time should be booked within the hire. Guests are not permitted to enter The Premises before their entry time. Following cleaning away, the Hirer should depart on time, all persons should have left The Premises by the event Exit Time.
* All relevant food and hygiene legislation and regulations must be adhered to.
* The Hirer shall not permit the consumption of alcohol on The Premises except that supplied through the Council’s bar for which the licence applies. The bar closes at 11pm. The Town Hall must be vacated before 12pm.
* There is a sound limiting device that will cut the power to the electrical sockets if music is too loud. The Town Hall has neighbours; we request your consideration. Music must stop at 11.45pm and will be cut off after this time. (We recommend you speak to the Council’s caretaking staff before booking live music to ensure the Town Hall is a suitable venue due to the sound limiting device).
* If the Council deems door staff are necessary for your Function, this decision is final. If door staff are used, it will be necessary for identification to be shown and worn.
* There may be additional charges for surplus cleaning. All waste must be bagged ready for removal and tables must be cleared.

**I/We have read and understand the Letting Conditions and hereby confirm they are acceptable and will be strictly adhered to:**

Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_