

|  |
| --- |
| **Downham Market Town Hall Booking Form** |

**Bookings are not confirmed until we have received all forms returned/completed and payment of the deposit.**

|  |
| --- |
| **About You** |

|  |  |
| --- | --- |
| **Organisation/Business/Hirers**  **Name:** |  |
| **Your Address:** |  |
| **Invoicing Address:** **(if different from above)** |  |
| **Email address:** |  |
| **Telephone Number:** |  |
| **Mobile:** |  |

|  |
| --- |
| **About your event**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name: Please provide details of the event: event type, if alcohol will be on premises, ticket selling etc.**  |  | **Security booked:** **(Please contact us for details of our preferred security companies for Town Hall**  |  |
| **Bar booked: (Please contact us for details of our Licensee for the Town Hall)** |  |
| **Date/s:** |  |
| **No. of attendees:****(Please see max capacity below)** |  | **Start:** **(Please include setup time)** |  | **Ends:****(Please include setting down time)** |  |

|  |  |
| --- | --- |
| **Rooms Available for Hire** | **Amenities Available** |
| **Clock Room Only**Please tick if required:How many rectangular tables: How many small circular tables: How many chairs: Do you require cups YES/NO: Do you require hot water flasks YES/NO:  | 8 small circular tables (seats 2-3) 8 rectangular tables (seats 4-6) Or a mixture of both types of tables50 chairsCups/saucersHot Water Flask Free of ChargePlease specify if cups or glasses are required: |
| **Assembly Room Only**Please tick if required:How many tables do you require: How many chairs do you require:Do you require cups YES/NO: Do you require hot water flasks YES/NO:  | 8 rectangular tables (seats 4-6)70 chairsCups/saucersHot Water Flask Free of ChargePlease specify if cups or glasses are required: |
| **Grand Hall Only**Please tick if required:Please tick if use of the kitchen is required:How many large circular tables: How many rectangular tables: How many chairs: Do you require cups YES/NO: Do you require hot water flasks YES/NO:  | 10 large round tables (seats 8)27 rectangular tables (seats 4-6) Or a mixture of both types of tables150 chairsCups/saucersHot Water Flask Free of ChargeKitchen Free of ChargeGrand Hall Drapes Free of ChargePlease specify if cups or glasses are required: |

**\*\*\*Please note, no changes to layout 72 hours prior to booking date\*\*\***

**Should you require a Disco, Lighting, Sound, or Microphone, this can be arranged through: J R Light & Sound. A price list can be found on the Downham Market Town Council website.**

**I certify that I have read, understood, and agree to the ‘Terms and Conditions of Hire’, ‘Bar Provider Details’ ‘Fire and Emergency Procedures ‘and the ‘GDPR Policy’, copies of which have been found on the Town Council website or have been provided to me upon request:**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print:** |  |
| **Date:** |  |

|  |
| --- |
| **Downham Market Town Hall Prices & Capacity** |
| **Room** | **Charge** |
| Grand Hall (Capacity 200 people, 150 seated) Also includes use of the main kitchen | Per hour: £24.80All Day (8am – Midnight) £248.00 |
| Clock Room (Capacity 50 people seated)  | Per hour: £14.00All Day (8am – Midnight) £140.00 |
| Assembly Room (Capacity 70 people seated)For Weddings 68 + 2 Registrars | Per hour: £14.00All day (8am – Midnight) £140.00 |
| Entire Building (Grand Hall, Clock Room & Assembly Room) | Per hour: £48.00All Day (8am – Midnight)£480.00 |

|  |
| --- |
| **Deposit payable to secure booking** |
| **Total Hire Charge** | **Amount Payable on Booking** | **Amount Payable 4 weeks Prior to Hire** |
| Total Charge £100 or less | £25 | Balance of Full amount |
| Total Charge £101 - £199 | £50 | Balance of Full amount |
| Total Charge £200 - £499 | £100 | Balance of Full amount |
| Total Charge of £500 - £999 | £200 | Balance of Full amount |
| Total Charge in excess of £1000  | £250 | Balance of Full amount |

|  |
| --- |
| **In Addition:****A returnable deposit of £150.00 will be required to cover damage and breakages.****If your set up includes tables/a bar or disco the capacity may be reduced.  Please contact us to confirm Fire Safe Capacity.  If you exceed the Fire Safe Capacity regulations, your event will be cancelled, or paused until the excess numbers leave the building.  Please note that there will be no refund provided.** |

**For more information contact DMTC on:**

**Tel: 01366 387770 or email:** **info@downhammarkettc.co.uk**

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| Proof of Public Liability Provided Yes/No |  |
| Total Amount Paid |  |
| Date Booked and Paid |  |
| Receipt No |  |