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| Downham Market Town Hall Booking Form |

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

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| **About You** |

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

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| **About your event** |

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| **Event Name: Please provide details of 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** |  | | **Start:** |  | | **Ends:** |  | |

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| Which room/s do you wish to book? Please tick all that apply. |

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| Clock Room |  |
| Assembly Room |  |
| Will kitchen be required (Grand Hall only)? |  |
| Grand Hall |  |

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| **Your room/equipment requirements** |

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| **Theatre** |  | **Meeting** |  |
| **Boardroom** |  | **Classroom** |  |
| **Cabaret Standard** |  | **Cabaret Premium** |  |
| **Other Layout** |  | | |

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

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| **Modular Staging**  **Yes / No** | **Hot Water Flask FOC**  **Yes / No** | | **Tiered Seating**  **Yes / No** |
| **Cups/Saucers**  **How many?** | **Drapes FOC**  **Yes / No** | | **Chairs**  **How many?** |
| **Round/Circular tables**  **Large: 10 (seats 8ppl) Small: 8 (seats 4ppl)**  **How many?** | | **Rectangle Tables**  **Upstairs: 8 / Downstairs: 27**  **How many?** | |

**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.**

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| Signature |  |
| Print |  |
| Date |  |

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| **Downham Market Town Hall Prices & Capacity** | |
| **Room** | **Charge** |
| Grand Hall (Capacity 280 people, 150 seated)  Also includes use of the main kitchen | Per hour: £24.80  All Day (8am – Midnight)  £248.00 |
| Clock Room (Capacity 70 people seated)  For weddings 68 + 2 Registrars | Per hour: £14.00  All Day (8am – Midnight)  £140.00 |
| Assembly Room (Capacity 70 people seated)  For Weddings 68 + 2 Registrars | Per hour: £14.00  All day (8am – Midnight)  £140.00 |
| Entire Building (Grand Hall, Clock Room & Assembly Room) | Per hour: £48.00  All Day (8am – Midnight)  £480.00 |
| Tiered seating/staging | Fixed Price £100 |
| Further discount of 10% available for bookings of more than 7 consecutive days | |

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| 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 |

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| **In addition**  **A returnable deposit of £150.00 will be required to cover damage and breakages.**  **If your set up includes tables, tiered seating, a bar or disco, the capacity may reduce.  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 number sleave 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**](mailto:info@downhammarkettc.co.uk)

**FOR OFFICE USE ONLY**

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