

Scale of Charges and Notes on Completion of Booking Form (All charges include VAT)

Note

A Please enter name of person responsible for booking and for complying with Hire Conditions: and of the Organisation, Club, Society etc. on behalf of which the application is made.

B For fire and safety purposes capacity in all areas of the first floor of the Town Hall must not exceed 150 people. Three distinct units of accommodation are available for hire, as follows:-

- | | | |
|----|--|--------------------------------------|
| 1. | GUILD HALL at | £18.15 per hour (min 2 hours) |
| | A special DAILY RATE (from 9.00am to 4.00pm) is available at | £114.95 |
| | Access evening prior to hire | £22.00 (6.00pm to 8.00pm) |
| | Weekday evening booking surcharge | £16.94 |
| | Weekend evening booking surcharge | £22.00 |
| | After midnight booking surcharge | £27.50 |
| 2. | GUILD HALL & ANTE ROOM at | £19.96 per hour (min 2 hours) |
| | A special DAILY RATE (from 9.00am to 4.00pm) is available at | £127.05 |
| | Access evening prior to hire | £22.00 (6.00pm to 8.00pm) |
| | Weekday evening booking surcharge | £16.94 |
| | Weekend evening booking surcharge | £22.00 |
| | After midnight booking surcharge | £27.50 |
| 3. | ANTE ROOM ONLY at | £22.99 for 2 hours (min) |
| | thereafter | £8.47 per hour |
| | Weekday evening booking surcharge | £16.94 |
| | Weekend evening booking surcharge | £22.00 |
| | After midnight booking surcharge | £27.50 |

GUILD HALL hires include the following furniture:

- 150 upholstered chairs
- 20 tables 2'6" x 2'6"
- 14 tables 6'0" x 2' 3"

ANTE ROOM hires include a boardroom table and 14 chairs. Up to 20 additional chairs may be made available for Ante Room hires, if required, at no extra cost.

C A fully equipped **KITCHEN** is available as follows:-

LIMITED FACILITIES (e.g. coffee morning):-

- £12.10 per function
- Radiant hobs
- Fast dishwashing facility
- Manual washing-up facilities
- Preparation space
- Several power points
- Fast water boiler
- 2 large capacity electric kettles
- 2 milk pans

FULL FACILITIES

- £36.30 per function
- as for Limited Functions,
- plus*
- Hot cupboard
- 14 cu.ft. refrigerator
- Microwave Oven
- Oven Range

Hirers should satisfy themselves that the catering facilities are sufficient to provide their proposed menu. Arrangements may be made to view facilities prior to submission of the application.

D The following **CROCKERY** and **CUTLERY** is available:-

LIMITED FUNCTIONS (e.g. coffee morning):-

- £12.10 per function
- 12 doz teacups, saucers, 6" plates
- 3 doz 9" plates
- 12 doz teaspoons
- milk jugs, sugar basins
- 3 large capacity catering teapots
- 2 insulated jugs

FULL FUNCTIONS

- £36.30 per function
- 10 doz teacups, saucers
- 10 doz 6" side plates
- 10 doz soup plates
- 10 doz 9" dinner plates
- 10 doz 5.5" dessert dishes
- 3 doz 11.5 oval platters
- 10 doz 7-piece cutlery settings
- condiment sets

Hirers of crockery and cutlery will be responsible for breakages and losses.

E Please enter day, date, month, year of intended booking

F Please enter start and finish time of intended booking (complete hours only)

G Please note that applications for the hire of the premises for commercial purposes and/or for sale events shall be considered on a case by case basis by the Trustees. It is regretted however that the premises can not be used for flower shows and similar water-using events. Applicants are requested to enquire if uncertain as to the eligibility of an application.

H **PREPARATION ACCESS** is available for Guild Hall bookings on the evening prior to the function, at a surcharge of £22.00 from 6.00pm to 8.00pm; subject to availability of Hall.

I The following **PUBLIC ADDRESS** facilities are available at no extra charge to hirers of the Guild Hall:-

- | | |
|---|--|
| 4 Bass reflex type speakers, wall mounted | 1 Fully integrated amplifier |
| 2 Handheld microphones | 1 Microphone floor stand with boom arm |
| 1 Microphone table stand | Ancillaries |

J Certain local charitable and/or voluntary organisations may qualify for a concession on basic hire charges of at least £72.60 (Guild Hall) or £79.86 (Guild Hall and Ante Room). Parts 13 and 14 should be completed if the applicant considers that the hire may qualify for relief.

K Weekday and weekend evening booking surcharges apply to bookings beginning at or after 6pm or extending beyond 6pm.

PAYMENT

Payments should please **NOT** accompany the application. An account will be issued if the booking is accepted and payment should then be made **before** the function is held.

CANCELLATIONS

In the event of cancelled bookings, the Trustees will refund or permit booking charges if they are able to re-let the accommodation; if not, they reserve the right to levy a cancellation fee of 50% of the appropriate hire charge.

CONDITIONS OF HIRE

Applicants are asked, please, to familiarise themselves with the hire conditions.