

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** £23.00 per hour (min 2 hours)
A special DAILY RATE (from 9.00a.m. to 4.00 p.m.) is available at £145.00 (from 9.00 a.m. to 4.00 p.m.)
Access evening prior to hire £28.00 (6.00 p.m. to 8.00 p.m.)
Weekday evening booking surcharge £21.00
Weekend evening booking surcharge £28.00
After midnight booking surcharge £35.00
 - 2. GUILD HALL & ANTE ROOM at** £25.00 per hour (min 2 hours)
A special DAILY RATE (from 9.00am to 4.00pm) is available at £160.00 (from 9.00 a.m. to 4.00 p.m.)
Access evening prior to hire £28.00 (6.00 p.m. to 8.00 p.m.)
Weekday evening booking surcharge £21.00
Weekend evening booking surcharge £28.00
After midnight booking surcharge £35.00
 - 3. ANTE ROOM ONLY at** £29.00 for 2 hours (min)
thereafter £11.00 per hour
Weekday evening booking surcharge £21.00
Weekend evening booking surcharge £28.00
After midnight booking surcharge £35.00
- GUILD HALL** hires include the following furniture:
150 upholstered chairs
20 tables 2'6" x 2'6"
18 tables 6'0" x 2' 3"
- ANTE ROOM** hires include a boardroom table and 10 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):-
£15.00 per function
Radiant hobs
Fast dishwashing facility
Manual washing-up facilities
Preparation space
Several power points
Fast water boiler
Large capacity electric kettle
2 milk pans | FULL FACILITIES
£46.00 per function
as for Limited Functions,
<i>plus</i>
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):-
£15.00 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
£46.00 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). Please note ; the *latest* time a booking will be allowed to continue until is 01:00 am. **Allow time to set up before and clear away after your event.**
- 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 cannot 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 £28.00 from 6.00 p.m. to 8.00 p.m.; subject to availability of Hall.
- I** The following **PUBLIC ADDRESS** facilities are available at no extra charge to hirers of the Guild Hall.
- J** Certain local charitable and/or voluntary organisations *may* qualify for a concession on basic hire charges of up to 25% on basic hire. 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****

Please do NOT send payment with the application. An account will be issued if the booking is accepted and payment MUST then be made at least TEN WORKING DAYS PRIOR TO THE DATE OF the function.

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.

CIVIL MARRIAGE CEREMONIES AND WEDDING RECEPTIONS

The Town Hall is also available for civil marriage ceremonies and receptions. Separate hire rates apply. Please call or email for details.