## BERWICK-UPON-TWEED CORPORATION (FREEMEN) TRUSTEES

For detailed information about accessibility visit: www.berwicktownhall.org.uk

Town Hall, Marygate, Berwick-upon-Tweed, TD15 1BN. Tel: 01289 330900

Email: berwicktownhall@outlook.com

# **APPLICATION TO HIRE GUILD HALL AND ANTE-ROOM**

For enquiries on bookings, access, facilities, etc., please contact the Town Hall Keeper at the Town Hall or call: 01289 330900.

	When completing t	the application form please refer to the Notes overlea	af.
1.	Name of Applicant:(see note A)		
2.	Name of Organisation (if any) (see note A)		
3.			
	Postcode:		
4.	Telephone Number:	E-mail address:	
5.	Accommodation required(*) (See Note B)	1-GUILD HALL 2-GUILD HALL & ANTE ROOM 3-ANTE ROOM	
6.	Kitchen facilities required(*) (See Note C)	NONE LIMITED FACILITIES FULL FACILITIES	
7.	Crockery, cutlery required(*) (See Note D)	SMALL FUNCTION FULL FUNCTION	
8.	Day and Date required:	Day: (e.g. Monday)	
	(See Note E)	Date: (e.g. 15 <sup>th</sup> )	
		Month:	
		Year:	
9.	Hours required:	From	a.m./p.m.(*)
	(See Note F)	То	a.m./p.m.(*)
		Total	hours
10.	Please specify the purpose for wh	nich the booking is requested:	
11.	Is <b>preparation access</b> required?(*) (on evening prior to function) (See Note H)		YES/NO
12.	Is a public address system required?(*) (See Note I)		YES/NO
13.	Is the application made on behalf of a <b>local charitable organisation</b> ?(*) (See Note J)		YES/NO
14.	If the answer to 13. is "YES", will the proceeds of the function be used wholly for VES/NO local charitable purposes?(*) (see Note J)		
<b>(*)</b>	Please delete as appropriate		
Declar I agre		hire and to observe and perform all the conditions of hire r	elating to the Town Hall.
Date:		Signature:	

Please return the completed form (WITHOUT PAYMENT at this stage) to the above address.

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

#### Note

2.

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

В 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:-

> **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

**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. £28.00 (6.00 p.m. to 8.00 p.m.) Access evening prior to hire

£21.00 Weekday evening booking surcharge Weekend evening booking surcharge £28.00 After midnight booking surcharge £35.00

ANTE ROOM ONLY at 3. £29.00 for 2 hours (min)

£11.00 per hour thereafter 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.

10 doz 7-piece cutlery settings

condiment sets

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,

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):-**FULL FUNCTIONS** £46.00 per function £15.00 per function 12 doz teacups, saucers, 6" plates 10 doz teacups, saucers 3 doz 9" plates 10 doz 6" side plates

12 doz teaspoons 10 doz soup plates 10 doz 9" dinner plates milk jugs, sugar basins 3 large capacity catering teapots 10 doz 5.5" dessert dishes 2 insulated jugs 3 doz 11.5 oval platters

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

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

- Please enter start and finish time of intended booking (complete hours only). Please note; the latest time a booking will be allowed F to continue until is 01:00 am. Allow time to set up before and clear away after your event.
- Please note that applications for the hire of the premises for commercial purposes and/or for sale events shall be considered on G 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.
- PREPARATION ACCESS is available for Guild Hall bookings on the evening prior to the function, at a surcharge of £28.00 from Н 6.00 p.m. to 8.00 p.m.; subject to availability of Hall.
- The following PUBLIC ADDRESS facilities are available at no extra charge to hirers of the Guild Hall.
- 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.
- Weekday and weekend evening booking surcharges apply to bookings beginning at or after 6pm or extending beyond 6pm. K

#### \*\*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.