

# BERWICK-UPON-TWEED CORPORATION (FREEMEN) TRUSTEES

Town Hall,  
Marygate,  
Berwick-upon-Tweed,  
TD15 1BN.  
Tel: 01289 330900  
Email: berwicktownhall@outlook.com

Please note that due to the age and nature of the Town Hall, physical access to the building may be limited. For more information on accessibility matters visit [www.berwicktownhall.org.uk](http://www.berwicktownhall.org.uk)

## APPLICATION TO HIRE GUILD HALL AND ANTE-ROOM

FOR CIVIL PARTNERSHIP, MARRIAGE, NAMING AND RENEWAL OF VOWS CEREMONIES AND/OR RECEPTIONS FOLLOWING SUCH CEREMONIES.

For enquiries on bookings, access, facilities, etc., please contact Mr. M. Herriott at the Town Hall.

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*When completing the application form please refer to the Notes overleaf.*

1. Name(s) of Applicant(s): .....  
(see note A)
2. Address(es): .....
3. Telephone Numbers: .....  
E-mail address(es): .....
4. Accommodation available:                      GUILD HALL and ANTE ROOM  
(See Note B)
5. Name and Address of Caterer (if any) Name:.....  
(See Note C)                      Address:.....
6. For details of the kitchen facilities, crockery and cutlery available see Note D.
7. Day and Date required:                      Day: (e.g. Monday).....  
(See Note E)                      Date: (e.g. 15<sup>th</sup>) .....  
Month:.....  
Year: .....

**(\*Please Delete as appropriate**

8. Hours required:                      From.....a.m./p.m.(\*)  
(See Note F)                      To.....a.m./p.m.(\*)  
Total.....hours
9. Please specify the **purpose** for which the booking is requested
  - (i) Ceremony Only (Civil Marriage/Partnership/Naming/Renewal of Vows) (\*)
  - (ii) Reception Only (\*)
  - (iii) Ceremony and Reception (\*)
10. Is **preparation access** required?(\*)(on evening prior to function)                      YES/NO  
(See Note G)
11. Is a public address system required?(\*)(on evening prior to function)                      YES/NO  
(See Note H)

Declaration  
I agree to pay the appropriate charge for such hire and to observe and perform all the conditions of hire relating 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

**A** Please enter name(s) of person(s) responsible for booking and for complying with Hire Conditions.

**B** For fire and safety purposes capacity in all areas of the first floor of the Town Hall must not exceed 150 people.

Minimum charge of £300.00 for the first two hours of hire with a charge of £30.00 for each hour thereafter.

Hire charge includes use of all first floor accommodation (with the exception of the Mayor's Parlour and the Council Chamber) and kitchen, crockery, cutlery and Public Address System.

**GUILD HALL** has the following furniture:

150 upholstered chairs

20 tables 2'6" x 2'6"

18 tables 6'0" x 2' 3"

**ANTE ROOM** has a boardroom table and 10 chairs.

**C** The Trustees reserve the right, from time to time, to refuse the use of any caterer.

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

Radiant hobs

Fast dishwashing facility

Manual washing-up facilities

Preparation space

Several power points

Fast water boiler

2 large capacity electric kettles

Hot cupboard

2 milk pans

Microwave Oven

Oven Range

14 cu.ft. refrigerator

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

10 doz teacups, saucers

10 doz 7-piece cutlery settings

10 doz 6" side plates

10 doz soup plates                      condiment sets                      milk jugs, sugar bowls

10 doz 9" dinner plates

10 doz 5.5" dessert dishes

3 doz 11.5 oval platters

**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.**

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

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

**F** Please enter start and finish time of intended booking (complete hours only). No booking may extend past 01:00 hrs. of the day following the booking.

**G** **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.

**H** The following **PUBLIC ADDRESS** facilities are available for the Guild Hall at no extra charge :-

4 Bass reflex type speakers, wall mounted

2 Handheld microphones

1 Microphone table stand

1 Fully integrated amplifier

1 Microphone floor stand

Ancillaries

### 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.