



Town Hall, Calne

CALNE TOWN COUNCIL
 Bank House, The Strand, Calne,
 Wiltshire, SN11 0EN
 Tel: 01249 814000 Email calne@calne.gov.uk

ID

APPLICATION FOR HIRE OF TOWN HALL ROOMS

Your booking is being dealt with by _____ Date ____/____/____

<p>Contact Name Responsible Adult</p> <p>The Responsible Adult must be present throughout the function and meet with the Caretaker to run through safety and fire procedures.</p>
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<p>Organisation (If applicable)</p>	<p>Charity Number (If applicable)</p>
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Address		
Email		
Telephone Numbers	Daytime	Evening

Dates of Hire	
Hire Times: From am/pm	Hire Times: To am/pm
Cleaning Times (only if required following day): From am/pm	Cleaning Times (only if required following day): To am/pm

The time given MUST include that needed for preparation before the event and clearing up afterwards. This should include the time needed by or caterer or entertainer. Any additional time will be charged at the appropriate over-run

Nature of Event							
ROOMS REQUIRED	No. hrs	RATE	COST	EQUIPMENT REQUIRED	TICK	RATE	COST
		Office use only					
Large Hall				Cleaning		£25	
Corn Exchange				Projector / Screen		£30	
Council Chamber				PA System		£15	
Kitchen				Discussion System		£50	
Whole Building				Flip Chart & Pad		£10	
Notes				Additional Flip Pads		£5	
				Stage		£30	
				Table Cloths		£7	
				Chairs – Qty Required			
				Table – Qty Required			

DEPOSITS

A Holding Deposit of 50% is required for all one-off bookings and must be paid at the time of booking confirmation. Hirers will be invoiced for the balance one month before the hire date. Where a booking is made less than one month in advance the full cost of hire must be paid at time of booking confirmation.

A Damage Deposit of £200 will be requested when the Town Hall Bar is booked. The Damage Deposit is fully refundable and will only be partly or wholly retained when damage has taken place or when excessive cleaning is required following an event. Events cannot go ahead until the Damage Deposit has been received.

Please see the Terms & Conditions for details.

Holding Deposit: £	Damage Deposit required? YES / NO
Damage Deposit: please enter details for cheque or bank transfer (account name, bank, account number and sort code)	

IS CATERING REQUIRED AT YOUR FUNCTION? NO YES (caterer if known) _____
Calne Town Hall has a professional kitchen for use by caterers. Fee applies (see terms and conditions).

IS ALCOHOL TO BE SERVED AT YOUR FUNCTION? NO YES
All alcohol served on the premises **must** be provided by Calne Town Council; alcohol is not permitted on the premises from any other outside source.

ROOM SET UP

Please use this space to notify Town Hall Caretaker of required room layout.

An application is made for use of the Town Hall. I confirm that I have received and read a copy of the Conditions of Hire. I am aware that a full copy of the Premises Licence governing the operation of the building is located in the entrance foyer. I will be responsible for all conditions of hiring and for payment of the hiring charge and any necessary charges for damages or breakages. I am over 18 years of age.

SIGNED: _____ **PRINT** _____ **DATE:** _____

YOUR SIGNATURE IS A MANDATORY REQUIREMENT, (without it we cannot confirm your booking).

CANCELLATION POLICY

In the event that you need to cancel the booking please refer to the Terms and Conditions of Hire