



**UTTOXETER TOWN COUNCIL
APPLICATION TO HIRE PREMISES AT UTTOXETER TOWN HALL**

DATE(S) OF FUNCTION: - TIME OF FUNCTION - FROM..... TO:

Booking includes 2 hours set-up time prior to event and 1 hour to tidy up and gather belongings after the event. Any further hours will be charged at an hourly rate.

Time Entry Required:

DETAILS OF FUNCTION

Room Required	Please Tick	Type of Function	Number of People Attending	Total Cost
Ballroom approx 9.1m x 19.6m 29'10" x 64'3"				
Alan Dean Suite approx 4.9m x 10.2m 16' x 33'5"				
Kitchen (k)		Hot / Cold (Please Circle)		
Foyer 1 st / 2 nd (Please Circle)				
Bar		For Ballroom Hire Only		

EQUIPMENT

Equipment Required	Please Tick	Quantity Required	Hire Charges	Total
Round Tables (5')			£5.00 per table (max of 15)	
Rectangle Tables (Approx. 6'x2')			NO CHARGE (max of 30) (Tablecloths not included)	
Square Tables (32"x32")			NO CHARGE (max of 15) (Tablecloths not included)	
Table Cloth - Round Burgundy			£5.00 per table cloth	
Table Cloth - Round Cream			£5.00 per table cloth	
Table Cloth - Square Burgundy			£2.50 per table cloth	
Chairs			NO CHARGE	
Wine Glasses (200 max)			£10.00 per 100 glasses (£1.00 Breakage)	
China Cups/Saucers			£7.50 per 25 (max 75)	
Coffee/Tea (day mtgs. only)			50p (plus VAT) per cup	
PA System		one available	£10.00 per event	
Projector		one available	£10.00 per event	
LED Ceiling Lights (B'room)			£45.00 per event (8 lights available)	
Candelabras			£7.50 each (max of 11)	
TOTAL COST				

CATERER If food is to be provided please give details of caterer:

Name of Caterer	Address	Contact Number	Time of entry required

Please note that we require a copy of the caterer's food hygiene/food handling certificate and copy of their public liability insurance prior to the event taking place.

BALLROOM BAR FACILITIES

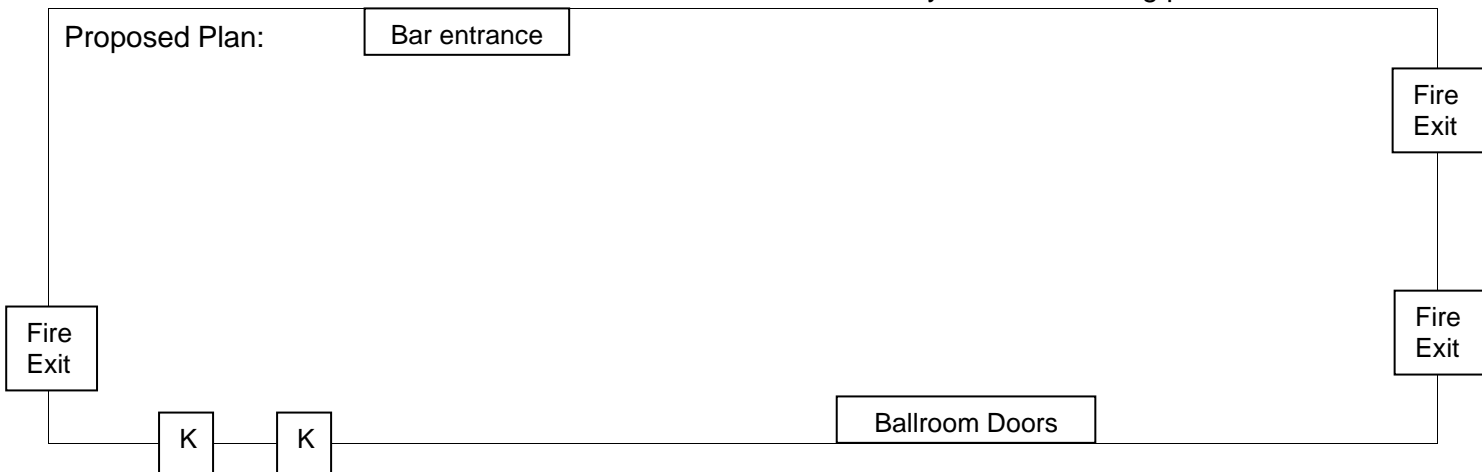
DO YOU REQUIRE A BAR (PLEASE CIRCLE) **YES / NO** (bar provision fee is £35 – Ballroom hire only)

ADDITIONAL INFORMATION

DO YOU REQUIRE DANCE SPACE? **YES / NO**

WILL THERE BE A DJ/ENTERTAINMENT IN ATTENDANCE? **YES / NO**

TABLE/S AND SET UP REQUIREMENTS - Please illustrate below your table/seating plan:



I hereby agree to pay the fee of £..... for such hire together with a separate holding cheque of £200 which is needed a minimum of 7 days prior to event as deposit for damages per function. 50% of the total hire charge is payable on application.

To help prevent the spread of COVID-19 the Town Hall will be deep cleaned prior to and after the event. Please note that cleaning during the event is the responsibility of the organiser.

Helium balloons are permitted on the premises but must be removed by the organisers prior to departure. Additional charges will be incurred to remove any balloons which have been released onto the ceiling after the event. Please also be aware that no decorations etc are allowed on the ballroom walls.

I acknowledge that I have read the rules and conditions of the Uttoxeter Town Council for the Hire of the Town Hall and hereby agree to conform to the same and be bound thereby.

Signed **Date:**

Name of Hirer and Organisation (Please print).....

Address.....

Telephone Number: **E-mail Address:**

Registered Charity No :.....**How did you hear about the Town Hall?**.....

Upon cancellation of any function at least 28 days prior to the function the amount paid will be refunded with a reduction of £50 for administrative purposes.

FOR OFFICE USE ONLY

	Amount	Invoice Number	Date Paid	Date Holding Cheque returned
50% Deposit				
Balance				
Holding Cheque				

Should you have any queries please do not hesitate to contact the Town Hall on 01899 564085 or via email - info@utttoxetertowncouncil.org.uk