

# TOWN HALL BOOKING FORM



Morpeth  
Town  
Council

<u>Town Hall</u>	Venue choice please tick <input checked="" type="checkbox"/>	£ Costs per hour	£ Costs per day ( Max 8 hr period – Hourly Rate thereafter )
Corn Exchange		36.00	180.00
Ballroom		42.00	210.00
Exclusive Use of Kitchen		9.00	45.00
Ante Room		15.00	75.00
Council Chamber <i>(room used only with approval by Clerk)</i>		15.00	75.00
Butter Market Exhibition Space <i>(room used for exhibition only- no selling)</i> <i>Please note: Sole use of Butter Market Monday – Friday daytime only.</i>		N/A	28.00

**Registered Charities will qualify for a 25% discount on the above rates.**  
**All prices are subject to increase with effect from 1<sup>st</sup> April 2018**

Date(s) Required			
Hours Required	<b>From:</b> (Entry to Town Hall) <i>Not before 8am</i>	<b>To:</b> (Exit from Town Hall) <i>Not after 12midnight</i>	
Type of Function			
Will Alcohol be served?	YES	NO	
If yes to the above, have you completed the Alcohol Form?	YES (copy required)	NO	Request Form
Registered Charity Number (if applicable)			
Purchase Order Number (if applicable)			
Name or Name of Organisation:			
Address:			
Email Address:			
Invoice Email and Postal Address ( if different from above):			
Contact Telephone Number	Home/Work: Mobile:		

*I agree to observe and be bound by the Regulations and Conditions of Hiring detailed overleaf*

Signature \_\_\_\_\_ Please print name \_\_\_\_\_  
Date \_\_\_\_\_

**Please return the completed form within 7 days to  
Morpeth Town Council, Town Hall, Market Place, Northumberland NE61 1LZ**



## EMERGENCY TELEPHONE CONTACT NUMBERS

Morpeth Town Council 01670 514314-Office Hours or 07932 50377 / 07494 325509-Emergency out of hours  
Town Hall Caretaker-07751 773468

### Hiring Regulations and Conditions

- + All applications *must* be made on this prescribed form.
- + All provisional bookings can only be kept for 7 days. During this time the official booking form should be completed and sent to us to confirm this booking or it will be cancelled.
- + A separate form should be completed if a display will be in the Butter Market. Request form from MTC.
- + Any cancellation of less than 72 hours or no shows will result in a cancellation charge.
- + Invoices are raised for all regular bookings on a monthly basis and must be paid within 28 days.
- + Applications for hire of Bank Holidays and the period between Christmas and New Year will only be granted with the express permission of the Council.
- + The use of A-frames is strictly prohibited. No posters etc are allowed on the windows or tied to the railings at the front of the building.
- + No dogs are allowed except for Assistance Dogs.
- + The hirer is responsible for completing an Alcohol Form at the time of booking the required venue. *Under no circumstances will under-age drinking be permitted.*
- + The hirer will not perform or permit to be performed any copyright work without the consent of the owner of the copyright. The Council holds the licence of the Performing Rights Society Ltd, which entitles hirers to perform music contained in their repertoire. Hirers are responsible for submitting returns to the Council for all items of music rendered.
- + The Council may at any time cancel a booking of the premises for Election purposes, the premises becoming unfit for use or if required for emergency purposes. In any event the Council will not be held liable for any direct or indirect costs resulting in the cancellation.
- + The Council cannot, under any circumstances, accept responsibility or liability in respect of damage to or loss of property left on the premises or car park.
- + The hirer shall be responsible for the safety of all persons attending any function for which he has hired the premises, and shall indemnify the Council from and against all claims and demands for the loss, damage or injury suffered by any person arising from the negligence of the hirer or those of whom he is vicariously liable.
- + The hirer is responsible for maintaining good behaviour and conduct of any persons using the premises. Any children must be supervised and protected at all times.
- + It shall be a condition of any letting to which children are admitted that hirers observe the provisions of Section 12 of the Childrens and Young Persons Act 1933 in respect of adult attendants.
- + The attention of hirers is drawn to the need to comply with Fire and Safety Regulations which are contained within a log book within the premises.
- + Smoking is not permitted on the premises of all buildings.
- + Use of candles or any naked flames (with the exception for small birthday cake candles) is not allowed in the interest of Fire Safety.
- + The Hirer shall ensure that any electrical appliances brought by them onto the premises shall be safe and should be P.A.T. tested. A copy of the certificate is required prior to the booking.  
*N.B. The Induction Loop System installed in the Community Centres can conflict with other Public Address systems.*
- + Numbers should not exceed the maximum numbers allowed within the rooms booked.
- + To protect, preserve and respect the premises you must not display notices or decorations using any fixings (nails, pins, sellotape, staples or blu tack which can damage the surface. Blu tack can only be used on glass, windows or doors where it can be removed and any residue left can be cleaned away.
- + There will be no charge for the use of crockery. The kitchen must be left in a clean and tidy condition as originally found.
- + The person named on the form will be held responsible for any damage incurred and any relevant costs for replacement items may be charged to the hirer.
- + **No items** are to be left in the premises without the permission of the Town Council.
- + Large items of rubbish including any unsold jumble must be removed from the premises.
- + Hirers are asked to leave all chairs and tables as they are found.
- + Hirers must ensure that all lights are turned off before leaving and any windows and doors are securely shut.
- + The hirer must report any accidents, faults or damage to the Town Council as soon as possible.

OFFICE USE ONLY	Signed	Booking Confirmed Diary Updated	£ - Cost