



Morpeth  
Town  
Council

Morpeth Town Council Office: 01670 514314

Caretaker, Norman Froud: 07751 773468

Emergency out of hours  
Tracey Bell, Town Clerk: 07932 503777  
Dee Smith, Deputy Town Clerk: 07494 325509

## MORPETH TOWN HALL BOOKING FORM

|   | Venue Choice<br><i>Please tick</i> | Hourly Cost | Daily Cost<br><i>Max 8 hr period</i> |
|---|------------------------------------|-------------|--------------------------------------|
| 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<br><i>(approval from the Clerk required)</i>  |                                    | £15.00      | £75.00                               |
| Butter Market Exhibition Space<br><i>Please note: Sole use of Butter Market<br/>Monday to Friday daytime only.<br/>NO SELLING</i> |                                    | N/A         | £28.00                               |

|   |              |            |
|---|--------------|------------|
| <b>Date(s) Required</b>   |              |            |
| <b>Hour(s) Required</b><br><i>(to include set up/clearing away)</i> | <b>From:</b> | <b>To:</b> |

|   |               |                 |
|---|---------------|-----------------|
| <b>Name of Hirer/Organisation</b>                       |               |                 |
| <b>Address</b>  |               |                 |
| <b>Telephone No</b>                                     | <b>Mobile</b> | <b>Landline</b> |
| <b>Email Address</b>                                    |               |                 |
| <b>Invoice Address</b> <i>(if different from above)</i> |               |                 |
| <b>Telephone No</b>                                     | <b>Mobile</b> | <b>Landline</b> |
| <b>Email Address</b>                                    |               |                 |

|                         |  |
|-------------------------|--|
| <b>Type of Function</b> |  |
|-------------------------|--|

|   |            |           |
|---|------------|-----------|
| <b>Expected number of people attending</b>            |            |           |
| <b>Will under 18's be taking part in this event?</b>  | <b>Yes</b> | <b>No</b> |
| <b>Name and contact details of responsible person</b> |            |           |
| <b>Is furniture set-up required?</b>                  | <b>Yes</b> | <b>No</b> |

|                                  |  |
|----------------------------------|--|
| <b>Purchase Order Number</b>     |  |
| <b>Registered Charity Number</b> |  |

|  |            |           |
|--|------------|-----------|
| <b>Will alcohol be served?</b>                                 | <b>Yes</b> | <b>No</b> |
| <b>If yes, have you applied for a Temporary Events Notice?</b> |            |           |

|   |                  |             |
|---|------------------|-------------|
| <p><b>Please read</b></p> <ul style="list-style-type: none"> <li>• Bookings cannot be confirmed without a completed and signed booking form;</li> <li>• A charge of 50% of the hire charge will be made for cancellations of less than 48 hours;</li> <li>• Cancellations of less than 24 hours (or no shows) are liable to a payment of the whole hire charge;</li> <li>• I confirm that there will be adequate supervision of children;</li> <li>• I declare that I have read and understood the Terms and Conditions of Hire and agree that they shall form part of the terms of this agreement;</li> <li>• I declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement.</li> </ul> |                  |             |
| <b>Name</b>   | <b>Signature</b> | <b>Date</b> |
|   |                  |             |

**OFFICE USE ONLY**

|  |     |               |     |
|--|-----|---------------|-----|
| <b>Alcohol form received?</b>            | Yes | Date received | N/A |
| <b>Copy of TENS received?</b>            | Yes | Date received | N/A |
| <b>Insurance info received?</b>          | Yes | Date received | N/A |
| <b>PAT Testing Certificate Received?</b> | Yes | Date received | N/A |
| <b>Butter Market form received?</b>      | Yes | Date received | N/A |

|                       |                                |                   |
|-----------------------|--------------------------------|-------------------|
| <b>Diary Updated</b>  | <b>Confirmation Sent to</b>    | <b>Total Cost</b> |
|                       |                                |                   |
| <b>Invoice number</b> | <b>Payment Date &amp; Type</b> | <b>Auth Code</b>  |
|                       |                                |                   |