



Morpeth
Town
Council

Morpeth Town Council Office: 01670 514314

Caretaker, Norman Froud: 07751 773468

Emergency out of hours

Town Clerk: 07932 503777

Deputy Town Clerk: 07494 325509

MORPETH TOWN HALL BOOKING FORM

	Venue Choice <i>Please tick</i>	Hourly Cost	Daily Cost <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
Butter Market Exhibition Space <i>Please note: Sole use of Butter Market Monday to Friday daytime only. NO SELLING</i>		N/A	£28.00

Date(s) Required		
Hour(s) Required (to include set up/clearing away)	From:	To:

Name of Hirer/Organisation		
Address		
Telephone No	Mobile	Landline
Email Address		
Invoice Address (if different from above)		
Telephone No	Mobile	Landline
Email Address		

Type of Function	
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Expected number of people attending		
Will under 18's be taking part In this event?	Yes	No
Name and contact details of responsible person		
Is furniture set-up required?	Yes	No
Do you require any equipment? Projector, Projector screen, Flipchart stand, Rostrum, Microphone (fixed or wandering)		

Purchase Order Number	
Registered Charity Number	

Registered Charities will qualify for a 25% discount if you have a Registered Charity Number.

Will alcohol be served?	Yes	No
If yes, have you applied for a Temporary Events Notice?		

Will electronic equipment be used?	Yes	No
If yes, have you supplied a PAT Test Certificate?		

Will music be played?	Yes	No
If yes, do you have the appropriate licence?		

Please read

- Bookings cannot be confirmed without a completed and signed booking form;
- A charge of 50% of the hire charge will be made for cancellations of less than 48 hours;
- Cancellations of less than 24 hours (or no shows) are liable to a payment of the whole hire charge;
- I confirm that there will be adequate supervision of children;
- 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;
- 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.

Name	Signature	Date

OFFICE USE ONLY

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

Diary Updated	Confirmation Sent to	Total Cost