



Morpeth  
Town  
Council

Morpeth Town Council Office: 01670 514314

Emergency out of hours

Town Clerk: 07494 325509

Deputy Town Clerk: 07932 503777

## 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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<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>Do you require any equipment?</b> Projector, Projector screen, Flipchart stand, Rostrum, Microphone (fixed or wandering)		

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

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

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

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

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

### **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.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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### **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>
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