TOWN HALL FUNCTION ROOM BOOKING FORM

SMOKING IS PROHIBITED IN THE BUILDING

TIMES				CONTACT			
	Day				Name of Event *(for signage)*		
	Date				Contact Address / Invoice Address		
	From		hrs				
	To		hrs		Organisation		
	Event Start		hrs		Contact Name / Responsible Person		
	Minimum of 3 hours and must include set up and clearing away in booking time				Telephone No. Mobile No.		

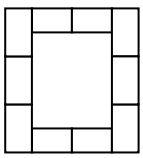
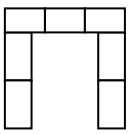
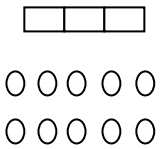
If multi-date booking please add extra dates in notes section below.

		Category A: Public meetings; local non-profit organisations; charities; exhibitions & meetings of a cultural nature by local amateur organisations.	Y	Category B: Commercial & business meetings, seminars, conferences and training, with full use of servery and landing area with the Chamber or alternatively, the use of suite 2 (or any other available suite and facilities)	Y	Category C: Private functions including use of the Civic Entrance (staffed at all times) staircase, landing and servery.	Y
CHAMBER	Weekday 9am - 5pm	£19.50 per hour		£36.00 per hour		£234 per half day £410 per full day	
CHAMBER	Weekday 5pm - midnight	£28.00 per hour		£46.50 per hour		£293 per half day £498 per full day	
CHAMBER	Weekends & Bank Holidays	£38.00 per hour		£60.00 per hour		£350 per half day £585 per full day	
SUITE 2	Weekday 9am - 5pm	£12.50 per hour		£24.00 per hour			
SUITE 2	Weekday 5pm – midnight	£18.50 per hour		£30.00 per hour			
SUITE 2	Weekends & Bank Holidays	£24.00 per hour		£36.00 per hour			

OHP	£23 per session
Laptop	

Requirements	Y
(max 60) Chamber	
(max 12) Suite 2	
Kitchen / Servery	
Caretaker	
OHP	
Laptop	
Screen	
Microphone	

All prices shown are exclusive of VAT - VAT will be charged at the standard rate.

CHAMBER LAYOUT REQUIRED							No's Attending (approx)	#
Boardroom		'U' Shape		Theatre		Specify other?	Notes / Special requirements	
								
Y / N		Y / N		Y / N				

I agree to hire the premises under the conditions set out overleaf, to pay the appropriate charges for the hire and when regular hirers, to provide evidence of Public Liability insurance cover.

I agree to ensure a nominated person is responsible for the delivery of the emergency evacuation procedure to our group.

Name (printed):..... **Signature:** ..... **Date:** .....

Please enter details, retain a copy and return the signed copy/e-copy immediately to Newbury Town Council, Town Hall, Market Place, Newbury, Berkshire, RG14 5AA to confirm your booking.
For further details please contact 01635 35486 or email: reception@newbury.gov.uk

For Office use only:

Ref: *Caretaker:* *Ins:* *Charge:* *Inv:*