

Day		Name of Event (for Sign)	
Date		Contract address/invoice address including order No.	
From		Hrs	Organisation
To		Hrs	Contact Name/Responsible Person
Minimum of 2 Hours and must include set up and clearing away in booking time		Email Address	
		Mobile No.	

All prices shown are inclusive of VAT – VAT will be charged at standard rate unless the hirer certifies they are a charity fulfilling their charitable objectives.

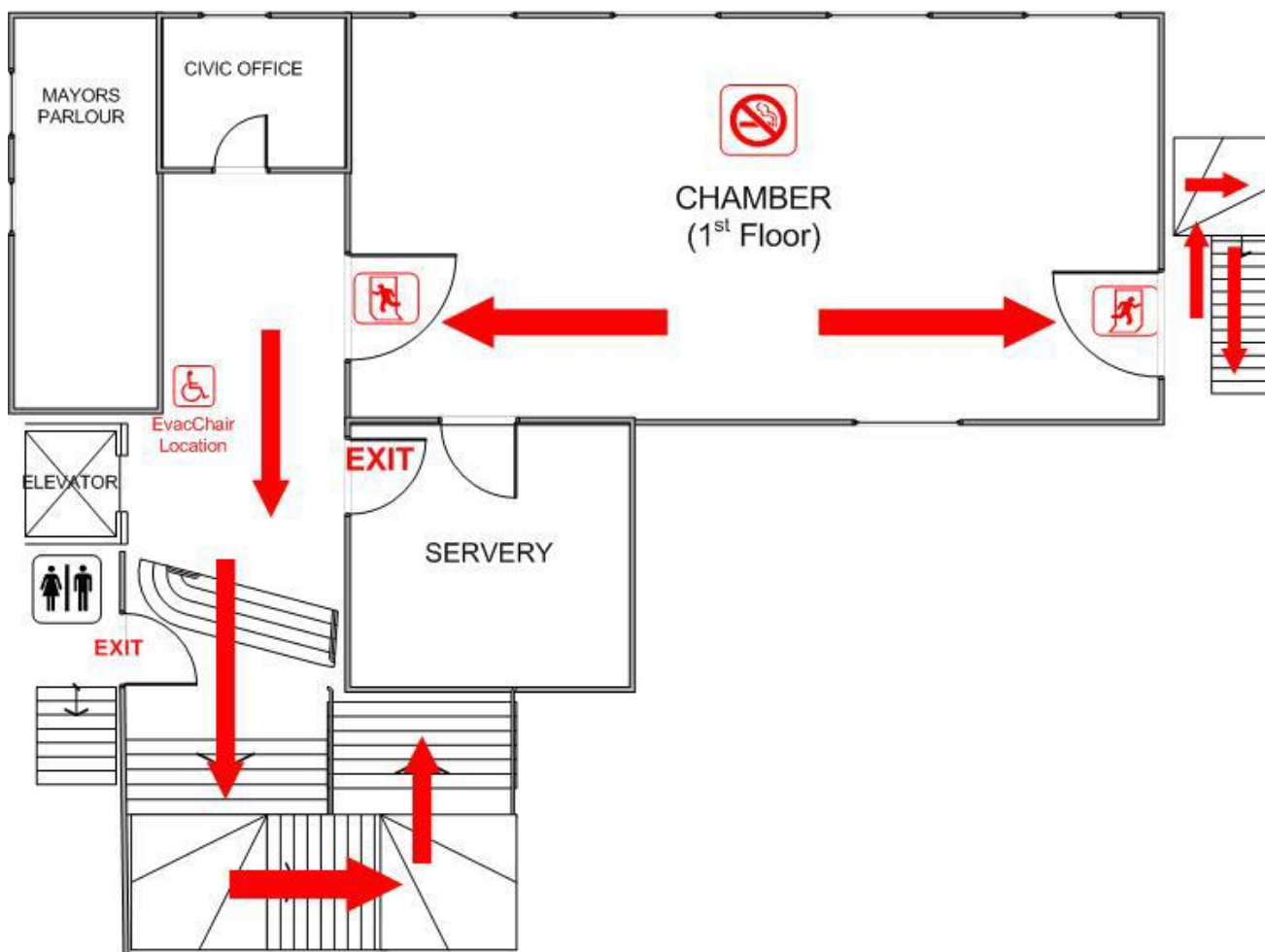
		Category A Public meetings, Local non-profit organisations, charities, exhibitions & Meetings of a cultural nature by local armature organisations.	Category B Private functions, Commercial & business meetings, seminars, conferences and training, with full use of servery & landing area with the chamber or alternatively, the use of Elsie Kimber room (or any other available suite and facilities).	Note/Requirements:
For multi-date bookings add dates in to Notes Section. Block Booking Price can be negotiated.		↓	↓	↓
Chamber	Week Day (9am - 5pm)	£19.50 Per Hour	£25.50 Per Hour	Chamber (Max 60)
	Weekday (5pm - Midnight)	£25.50 Per Hour	£30.00 Per Hour	Suite 2 (Max 12)
	Saturday	£38.40 Per Hour	£45.00 Per hour	Kitchen
	Sunday / Bank holidays	£49.50 Per Hour	£54.00 Per Hour	Urns & Mugs
Elsie Kimber Room	Week Day (9am - 5pm)	£12.00 Per Hour	£16.50 Per Hour	Laptop: £21.00
	Weekday (5pm - Midnight)	£20.40 Per Hour	£25.50 Per Hour	Projector/Screen: (Chamber) £24.00
	Saturday	£28.80 Per Hour	£30.00 Per Hour	TV (Suite 2 Only): £12.00
	Sunday / Bank holidays	£46.50 Per Hour	£49.50 Per Hour	Microphone (chamber only)
Chamber Layout Required				No. Attending Approx.
Boardroom (Max 30)	U' Shape (Max 25)	Theatre (Max 60)	Small Tables	Other?
Y / N	Y / N	Y / N	Y / N	

I agree to hire the premises under the condition set out in additional document, to pay the appropriate charges for the hire, and when regular hires or large public events, 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 copy/e-copy immediately to Newbury Town Council, Town Hall, Market Place, Newbury, Berkshire, RG14 5AA or kym.heasman@newbury.gov.uk For further details please email or contact us on 01635 35486.



TOWN HALL OFFICER: 07944327747

PLEASE ENSURE THAT ALL STAFF AND VISITORS ARE AWARE OF THIS EVACUATION PROCEDURE.

EMERGENCY EVACUATION PROCEDURES COUNCIL CHAMBER

The FIRE ALARM is a continuous ring

On hearing the alarm: -

1. Leave the building by the nearest exit.
2. Your nominated person/fire marshal must check all toilets and other areas to ensure that all persons in your group are clear of these areas.
3. Do not collect personal belongings.
4. Close internal doors.
5. Assemble in the Market Place outside the Cancer Research Charity Shop.
6. Take a roll call of all persons under your control.
7. Do not re-enter the building until advised to do so by a Fire Officer. In the event of a drill, permission will be given by a Fire Marshal or Officer of Newbury Town Council.

FIRE ALARM TESTING

The Fire Alarm will be tested every **Monday** (or the first working day after Bank Holidays) between 5.00pm and 5.15pm.