

TOWN HALL FUNCTION ROOM BOOKING FORM

SMOKING IS PROHIBITED IN THE BUILDING

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

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.

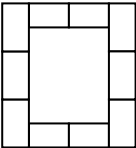
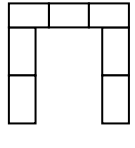
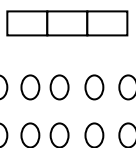
Category B:
Commercial & business meetings, seminars, conferences and training, with full use of servery and landing area with the Chamber or alternatively, the use of suite 2 (or any other available suite and facilities)

Category C:
Private functions including use of the Civic Entrance (staffed at all times) staircase, landing and servery.

Requirements

	CHAMBER	SUITE 2	Category A	Category B	Category C	Requirements				
	Weekday 9am - 5pm	Weekday 9am - 5pm	£19.50 per hour	£36.00 per hour	£234 per half day £410 per full day	(max 60) Chamber	Y			
	Weekday 5pm - midnight	Weekday 5pm - midnight	£28.00 per hour	£46.50 per hour	£293 per half day £498 per full day	(max 12) Suite 2				
	Weekends & Bank Holidays	Weekends & Bank Holidays	£38.00 per hour	£60.00 per hour	£350 per half day £585 per full day	Kitchen / Servery				
	Weekday 9am - 5pm	Weekday 9am - 5pm	£12.50 per hour	£24.00 per hour	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">OHP</td> <td rowspan="2" style="border: 1px solid black; padding: 2px; text-align: center;">£23 per session</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Laptop</td> </tr> </table>	OHP	£23 per session	Laptop	Caretaker	
OHP	£23 per session									
Laptop										
	Weekday 5pm - midnight	Weekday 5pm - midnight	£18.50 per hour	£30.00 per hour		OHP				
	Weekends & Bank Holidays	Weekends & Bank Holidays	£24.00 per hour	£36.00 per hour		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: