

**THETFORD TOWN COUNCIL
APPLICATION OF HIRE OF THE GUILDHALL COMPLEX**

Full Name (Mr/Mrs/Miss)		
Please note: All applicants must be over 18 years of age		
Full address & postcode (for confirmation & invoice purposes)		
Telephone number		
Booking made on behalf of		
Type of Function		
Day & Date/s required		Anticipated numbers attending:
Session/s required*	9.30am to 5.30pm) Please detail actual times if different
(Please delete times NOT applicable)	6.30pm to 12 midnight ** (see below) 6.30pm to 11.30pm (Sundays)) to those shown) from am/pm to am/pm

***Access required earlier than official set times (see above) - £10.00 per hour or part thereof for each room used**

Room required	Carnegie Room / Bar / Kitchen (*please refer to rate sheet for costs to use the kitchen)
	Large Court / Small Court / Kitchen Please delete the alternatives which do NOT apply

** For later events after midnight please contact the Council office for further information.	Will music form part of the function?	YES / NO
	Do you require use of the kitchen?*	YES / NO
	Is a piano required?	YES / NO

Bookings will not be accepted for additional hours after midnight on Saturdays or after 2.00am on any weekday. Bookings will not be accepted after 11.30pm on Sundays.

For session bookings 6.30pm to midnight: ENTERTAINMENT MUST TERMINATE BY 11.30pm

In the event of the above application being granted, I hereby agree to abide by and conform to the Conditions and Regulations of Hire, a copy of which has been supplied to me. **I enclose cash/cheque made payable to Thetford Town Council (King's House, Thetford IP24 2AP. Tel: 01842 754247) for £.....**

Date Signed

PLEASE CONTACT THE CARETAKERS ON 01842 754009 AT LEAST SEVEN DAYS BEFORE YOUR FUNCTION TO CONFIRM YOUR SEATING/TABLE ARRANGEMENTS.

DEPOSIT

Bookings made more than six months in advance must be accompanied by the following non-returnable deposit:

- Hire of Carnegie Room - £25.00 or one third of hire fee, whichever is the greater
- Hire of Large Court - £10.00 or one third of hire fee, whichever is the greater
- Hire of Small Court - £7.00 or one third of hire fee, whichever is the greater

Bookings made less than 2 months in advance must be accompanied by the full hiring fees

(Please see over for charges & refer to copy of terms of hire for cancellation charges, section 3, these are available on request or via our website).

BAR FACILITIES

Hirers requiring bar facilities must make their own arrangements against a payment of £20.00 made to the Town Council at the time of hire. Please see terms and conditions for further details

CATERING

No concession has been granted for catering and hirers are free to make their own arrangements. **If you require use of cutlery and crockery please refer to charges listed over.**

GRATUITIES TO COUNCIL STAFF ARE NOT ENCOURAGED

SMOKING IS NOT PERMITTED IN THE CARNEGIE ROOM OR GUILDHALL AT ANY TIME

(Please refer to Regulations for further information)

**THETFORD TOWN COUNCIL
CHARGES FOR HIRE OF THE GUILDHALL COMPLEX FOR 2008**

Session times: 9.30am – 5.30pm / 6.30pm – Midnight

Access required earlier than official set session times (see above) - £10.00 per hour (£20.00 per hour on a Sunday) or part thereof for each room used. These rates also apply should the function run over the stated finish time by more than 30 minutes.

Commercial Use: Concerts, Discos, Musical Events * (i.e. entry by paid for ticket sales or payment on the door),	Per Session – Mon/Sat
Carnegie Room	£245.00
Carnegie Room – New Year’s Eve	£270.00
Large Court	£ 80.00
Small Court	£ 65.00

***Please note – For live music events, Performing Right Society forms will be sent to the hirer for completion and for return to Thetford Town Council within ten working days after the function.**

Commercial Exhibitions and Sales	Per Day – Mon/Sat
Carnegie Room	£355.00
Large Court	£165.00
Small Court	£125.00
10% discount on quoted rates for block weekly bookings	

PLEASE NOTE: All Commercial Sales and Exhibitions must close by 8.00pm on weekdays and 9.00pm on Saturdays.

Dances, Dinner dances, Wedding Receptions, Private Parties (other than commercial)	Per Session – Mon/Sat
Carnegie Room	£125.00
Carnegie Room – New Year’s Eve	£165.00
Large Court	£ 60.00
Small Court	£ 45.00

Other Functions (i.e. meetings, jumble sales, sales of work, preparation time)	Per Session – Mon/Sat
Carnegie Room	£60.00
Large Court	£40.00
Small Court	£30.00

Other Charges	
For use of Stage only	£15.00

SUNDAY HIRE (bookings are not accepted after 11.30pm)	Per Session
Carnegie Room:	
Dances, Dinner/Dances, Dinners (Non-Commercial)	£250.00
Wedding Receptions, Private Parties	£250.00
Other functions (i.e. meetings, jumble sales, preparation time)	£120.00
Access required earlier than official set session time of 9.30am	£20.00 per hour

Kitchen Hire

Use of Carnegie Room kitchen - **£30.00 full use £15 part use £10.00 tea/coffee making facilities per session.**
Hire of cups, saucers, plates, knives, forks, spoons – **£0.07 per item plus VAT. Please note hirers are required to wash & dry up all crockery used at their function and provide the necessary materials to do so.**

Note: 10% of the overall cost of hire fee is towards the cost of Hirers Liability Insurance. If you have your own cover this 10% will be discounted from your overall charge upon receipt of the declaration form (available from King’s House) – duly signed – together with a copy of your insurance policy.

Charges are subject to annual review.

The Council reserves the right to impose additional hire charges up to a maximum of £85.00 in appropriate circumstances.

The Council reserves the right to withhold permission for certain types of event.

GENERAL NOTES / INFORMATION ON CARNEGIE ROOM/GUILDHALL COMPLEX

ROOM SIZES:

CARNEGIE ROOM	LARGE COURT	SMALL COURT	CARNEGIE ROOM STAGE
APPROX 63ft x 48ft wide	APPROX 42ft x 20ft	APPROX 20ft x 23ft	APPROX 18ft x 30ft

Hirers wanting a catwalk must get it out of our storage area and set it up themselves. No charge for hire.

CAPACITY:

	CARNEGIE ROOM	LARGE COURT	SMALL COURT
Dancing (seating only)	Main hall – 300 Balcony - 50	120	70
Seating at tables (Dinner/Dances etc)	Main hall – 200 Balcony - 100	100	50
Closely seated audience	350	120	70

FREQUENTLY ASKED QUESTIONS.

Question: CAN WE SMOKE?

Answer: NO. No smoking is allowed in the Carnegie Room or Guildhall Complex **including** the bar area in the Carnegie Room. Please refer to Clause 7 (No Smoking Policy) of the Terms and Conditions of Hire.

Question: WHAT TIME CAN WE DRINK TO?

Answer: Last orders are up until Midnight and drinking up time to 00.30am. Any extension to the licence would need to be applied for to the Town Clerk for consideration and for a Temporary Events Notice to be submitted to Breckland Council. The fee for this will be £21.00 and we request that you provide **at least 20 working day's notice** prior to the event. Please refer to Clause 5 (Premises Licence) of the Terms and Conditions of Hire.

Question: WHAT TIME CAN THE ENTERTAINMENT GO ON TO?

Answer: Entertainment can run up to 2330 hours Monday to Sunday. For an extension of hours a Temporary Events Notice would need to be applied for please refer to Clause 5 (Premises Licence)

Question: WHO ORGANISES THE BAR?

Answer: You must make your own arrangements to supply an outside bar provider, who will need to be approved by the Designated Premises Supervisor. A fee of £20.00 will be charged at the time of booking your event. Please refer to Clause 5b (Bar Facilities) of the Terms and Conditions.

Question: HOW MANY PEOPLE CAN WE INVITE?

Answer: The numbers vary depending on which function room has been booked. The Carnegie can accommodate up to 300 people, the Large Court can accommodate up to 70 and the Small Court up to 60 people. Please refer to Clause 8 (Limit of Admission) for full breakdown of numbers depending on your requirements.

Question: WHAT IF WE NEED TO CANCEL A CONFIRMED BOOKING?

Answer: The Council will retain the hire fee. Please refer to Clause 3.