

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

**Your details** Please note all applicants must be over 18 years of age

Full Name			
Name of organisation			
Full address and postcode			
Home phone no.		Email address	
Mobile phone no.		VAT number	

**Hire details** *For events after midnight , Condition 6 refers*

**Please tick the room/s required**

Carnegie Room	Large Court	Small Court
Type of event		
Date of event		
Times required	From	To
	am/pm	am/pm

**Please allow time for setting up/clearing up**

Bar required? (See 9. in the Conditions of Hire)	Yes	No
Is the event a charitable event or a fund raising event?	Yes	No
Bar times required	From	To
	am/pm	am/pm
Approximate numbers attending	<i>Condition 13.2 refers</i>	

**Other requirements**

Kitchen? (Carnegie Room only)	Yes	No	<i>Condition 10 refers</i>
PA system required?	Yes	No	
Will there be music at the function?	Yes	No	<i>Conditions 26 refers</i>
Is a piano required?	Yes	No	<i>Condition 18.3 refers</i>
Is the extended stage required?	Yes	No	<i>Condition 22 refers</i>
Will electrical items be used? (e.g. for a disco or band)	Yes	No	<i>Condition 20 refers</i>

**Charges**

General Use: non profit making organisations, clubs/societies, private parties, weddings (*Minimum 2 hour booking applies)	<u>Charge per hour*</u>		
	Carnegie	Large Ct.	Small Ct.
Weekdays daytime 8am - 4pm	£20.00	£20.00	£20.00
Weekdays daytime 8am - 4pm discounted rate	N/a	£15.00	£10.00
Weekday evenings 4pm -12am, Saturdays 8am-12am	£25.00	£25.00	£25.00
Sundays 8am -12am	£30.00	£30.00	£30.00
Bank holidays 8am -12am	£40.00	£40.00	£40.00

Evening events require a refundable deposit of £50. This deposit can extend to other events and increase to up to £100 at the discretion of the Council. *Condition 2.2 refers*

Commercial use i.e. profit making organisations pay double the "general use" charges

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

**Discounts available**

For Large/Small Court daytime bookings, a discounted rate is automatically available for charities and non profit making clubs and societies.

As a further discount, three hours are available for the price of two.

The following discounts are available on block bookings paid in advance and not benefiting from any other discount:

Three months in advance                      15%                      One month in advance                      5%

**Application for concession      (*Condition 3 refers*)**

Do you wish to apply for a concession? (*Charities, Clubs and Societies only*)      Yes      No

Type of organisation      Charity registration no

Approx cost of tickets (if applicable)      % reduction requested

Please provide further details to support your application for a concession

**Fire Marshal requirement for disabled evacuation      (*Condition 14.1 to 14.4 refers*)**

Will there be any persons attending your event who may require assistance to escape the building if there were to be an emergency evacuation?      Yes      No

If "Yes" please tick one of the following boxes:

Arrangements for persons requiring assistance to escape the building will be provided by the applicant.      Yes

Assistance will be required from the Council (at £15 per marshal per hour). Please contact the Council to discuss your requirements at least 4 weeks before the event.      Yes

**Declaration**

I hereby declare that I have read and agree to abide by the Conditions of Hire.

I enclose a cheque for £                      made payable to Thetford Town Council.

*(One third of the fee, if event is in more than two months, or the full fee plus refundable deposit, if the event is within two months)*

Signed

Date

Please return to King's House, King Street, Thetford, IP24 2DZ Telephone 01842 754247

**SMOKING IS NOT PERMITTED IN ANY PART OF THE GUILDHALL COMPLEX AT ANY TIME**

For office use only

Booking ref	Deposit received	Confirmation sent
Form received	Balance received	Additional charges
Full Charge	Ref deposit received	Deposit refunded
Concession Chg	Minute no.	Date
		Bar form sent

