

Application to Hire Biddulph Town Hall

Please complete and return to Biddulph Town Hall, High Street, Biddulph ST8 6AR
 or email to office@biddulph-tc.gov.uk
 If you have any queries, please call 01782 498480



Name of Hirer :	
This person must be present throughout the Function	
Address:	
Postcode:	
Contact Number:	
Email:	
Registered Charity Number:	(discounts may be available)
Date of Function:	
Name of Event:	
Purpose of Booking:	
(18 th and 21 st birthday parties are not permitted)	
Number Expected:	
Name of Competent Representative: (to give constant oversight & attention to the Letting Conditions at the Function)	

Please tick the room/area you wish to hire:

- Town Hall
 Annexe
 Stage
 Council Chamber
 Bar
 Room B
 Foyer
 Kitchen (no cooking)
 Kitchen (use of cooker, fridge)



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If you're planning on using outside caterers, please tell us which organisation you're using:

The Town Council reserves the right to check relevant qualifications, references and insurances.

Entry Time:	(for preparation)
Event Start Time:	
Event Finish Time:	
Exit Time:	(including clearing away after the event)

All persons are to have left the building by the clearance finish time.

Additional fees will be charged if guests haven't left by the exit time stated. Please view the 'Letting Conditions' for further information in relation to charges and expectations regarding the condition that the room must be left in.

Please tick any equipment you wish to hire:

Piano Projector Flipchart Microphone/PA Screen

Will the function include public performance of:

Copyright musical works? Yes No

Sound recordings? Yes No

See 'Letting Conditions' section 'Copyright Act 1956' for further information

Biddulph Town Council
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Room Layout

Please confirm the room layout you require, referring to the 'Example Room Layouts'.
These are examples - we'll attempt to accommodate any specific requests you may have.

- Formal Dining Style with Top Table
- Square Table Layout
- Standard Party Layout
- During Office Hours – Monday to Friday
- Close Seated Audience
- Close Seated Audience – With Stage Extension Modules
- Maximum Seating Using Tables & Chairs
- Tables with Chairs Facing the Stage "A"
- Tables with Chairs Facing the Stage "B"
- Examination Style – Bingo, Pub quiz, Beetle drive, etc
- Typical Table Top Arrangement
- Annexe Area with Hall Tables & Chairs
- Other – please specify below



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Please confirm the number you require :

Tables (6'x 2'6"/1.8m x 0.75m):	
Chairs (plastic):	
Chairs (upholstered):	
Stage modules (2'6"x 2'6"/0.75m x 0.75m):	

If you intend to use chair coverings and tablecloths, please advise what arrangements are in place for storage and collection:

If you require the Town Council to sell tickets on your behalf, please provide information below (eg cost of ticket, age restrictions, who will be responsible for collecting any funds received, etc).



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Please read our Letting Conditions and Rates of Hire. Key points within these include:

- Payment is required in full 21 days prior to the date of the Function. A deposit may be required; cheques should be made payable to Biddulph Town Council. The Hirer of the Premises is the liable payee and must be present throughout the Function.
- The bar closes at 11pm. The Town Hall must be vacated before 12pm.
- There is a sound limiting device that will cut the power to the electrical sockets if music is too loud. The Town Hall has neighbours; we request your consideration. Music must stop at 11.45pm and will be cut off after this time. We recommend you speak to the Council's caretaking staff before booking live music to ensure the Town Hall is a suitable venue due to the sound limiting device.
- If the Council deems door staff are necessary for your Function, this decision is final. If door staff are used, it will be necessary for identification to be shown and worn.
- There may be additional charges for surplus cleaning. All waste must be bagged ready for removal and tables must be cleared.
- The Hirer will be required to manage all risks at the event. There may be additional questions from the Council, resulting in the submission of a formal risk assessment.
- Biddulph Town Hall is a no-smoking building, including vaping. Smoking in all parts of the Town Hall (including toilets) is strictly forbidden. Anyone wishing to smoke must be an acceptable distance away from the building.
- Should the fire alarm sound, the Hirer will be required to ensure they have clear details of all those in the Premises. The fire assembly point is outside the Conservative Club, across the road.

I/We acknowledge that I/We have read and understand the Letting Conditions and hereby confirm they are acceptable and will be strictly adhered to:

Customer Signature: _____ Date: _____

Print Name: _____

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