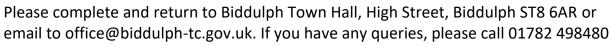


Name of Hirer :	
This person must be present throughout the	Function
Address:	
Postcode:	
Contact Number:	
Email:	
Registered Charity Number:	(discounts may be available)
Date of Function:	
Name of Event:	
Purpose of Booking:	
(18	8 th and 21 st birthday parties are not permitted)
Number Expected:	
Name 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	e of cooker, fridge)









The Town Council reserves	the right to check relevant qualifications, references and
insurances.	and name to one on the rank quantities one, rever ended and
Entry Time:	(for preparation)
Event Start Time:	
Event Finish Time:	
Exit Time:	(including clearing away after the event)
LAIT TIME.	(including clearing away after the event)
You should book set up and	cleaning away time within your hire. Guests are not permitted
to enter The Premises befo	re their entry time. Following cleaning away, the Hirer should
depart on time, all persons	should have left The Premises by the event Exit Time. Additional
fees will be charged if gues	ts haven't left by the exit time stated. Please view the 'Letting
Conditions' for further info	rmation in relation to charges and expectations regarding the
condition that the room mu	ust be left in.
Please tick any equipment	you wish to hire:
Piano Projector	Flipchart Microphone/PA Screen
Will the function include p	ublic performance of:
Copyright musical works?	Yes No
Sound recordings?	Yes No
	tion 'Conveight Act 1956' for further information





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



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
1	







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

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 tablecloin place for storage and collection:	ths, please advise what arrangements are
If you require the Town Council to sell tickets on below (eg cost of ticket, age restrictions, who wireceived, etc).	•





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



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 Hirer is fully responsible for the safety of all persons attending any Function for which they have hired The Premises. The Hirer will be required to manage all risks at the event.
- 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.
- Set up and cleaning away time should be booked within the hire. Guests are not permitted
 to enter The Premises before their entry time. Following cleaning away, the Hirer should
 depart on time, all persons should have left The Premises by the event Exit Time.
- All relevant food and hygiene legislation and regulations must be adhered to.
- 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.

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:	



