



Saxmundham Market Hall Booking Form and Hiring Agreement

BOOKING FORM

Name of Applicant

Address:

Post code:

Telephone number: Landline: Mobile:

Email address:

Once agreed your booking will appear in the Market Hall bookings calendar on our website. Please indicate whether you would like your name, contact number and email to be included: Yes/No

Day and date of function:

Nature of the function:

(please give us as full details as possible e.g., dance, birthday party, live band, disco, charity fundraiser etc)

Time Hall required: From:

To:

(You must include the time you need to set up and clear away)

Event/activity start and finish times: From:

To:

Number of people expected:

(limited to 190 people standing, 100 people seated)

Layout of the Hall:

(We can provide up to 16 tables and 100 chairs. You may set these up, wipe them down and put them away yourself. If you are paying additional charges for us to do this, please tell us what you would like.)

Do you require the kitchen and kitchen equipment? Yes/no

(All items used must be washed, dried, and put away)

Do you require the urn to be put out? Yes/No

Do you intend to run a bar/sell alcohol? Yes/No



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(Due to licensing laws please speak to the Assistant Town Clerk if you intend to run a bar/sell alcohol)

FEES (please refer to the Hire Charges attached)

RETURNABLE FEE*	£
HIRE CHARGE	£
CLEANING (OPTIONAL)	£
SET UP (OPTIONAL)	£
PUT AWAY (OPTIONAL)	£
TOTAL	£

**Fee returnable if the key is returned and the Hall is left clean, tidy and in a satisfactory condition.*

Cheques should be made payable to **Saxmundham Town Council, Market Hall Account.**

If you would prefer to pay on-line our details are

Barclays

Account name: Saxmundham Town Council Market Hall Account

Account number: 60767433

Sort code: 20-98-07

Please reference MHB followed by your surname.

HIRING AGREEMENT

Please note all contracts in respect of the Market Hall are subject to the Terms and Conditions of Hire as attached. Please read before you sign. The person signing must be aged 21 years or over and will be held responsible for ensuring the Terms and Conditions of Hire are adhered to.

I confirm that I have read and understand the Terms and Conditions of Hire

Signed **Date**

Please complete and return your Booking Form and Hiring Agreement with **FULL PAYMENT** to:

The Assistant Town Clerk
Saxmundham Town Council
The Old Police Station
Station Approach
Saxmundham
IP17 1BW

Email: assistanttownclerk@saxmundham-tc.gov.uk

If you email your booking form, you must date it and include an electronic signature.

YOUR BOOKING IS ONLY COMPLETE WHEN FULL PAYMENT HAS BEEN RECEIVED AND WE HAVE EMAILED YOU TO CONFIRM YOUR BOOKING.