



# 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 event: .....

Nature of the event: .....

(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 must set these up, wipe them down and put them away yourself.)

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

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



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

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

(Due to licensing laws please speak to the Assistant Town Clerk if you intend to run a bar/sell alcohol, and you will also have to apply for a temporary events notice)

**FEES** must be paid at least one month before your event date. Please refer to the Hire Charges attached.

**PAYMENTS** should be made on-line or by cheque to

Unity Trust Bank PLC  
Account name: Saxmundham Town Council Market Hall  
Account number: 20458593  
Sort code: 60-83-01

Please use your invoice number as a reference or MH 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 and I understand that I will be charged the full cost of a lock change and key replacement if I do not return the key to the key safe**

**Signed** ..... **Date** .....

Please complete and return your Booking Form and Hiring Agreement to

The Assistant Town Clerk  
Saxmundham Town Council  
The Town House  
Station Approach  
Saxmundham  
IP17 1BW  
Tel: 01728 604595  
Email: [assistanttownclerk@saxmundham-tc.gov.uk](mailto: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.**