



# Newmarket

TOWN COUNCIL  
THE KING EDWARD VII MEMORIAL HALL, HIGH STREET,  
NEWMARKET, SUFFOLK, CB8 8JP

**BOOKINGS TEL: 01638 667227**

**(Out of hours/emergency contact – Town Keeper – 07970 716483)**

APPLICATION FOR HIRE OF FACILITIES

HIRING ORGANISATION..... POSITION.....  
NAME OF APPLICANT.....  
ADDRESS.....  
.....POST CODE.....  
TELEPHONE NO.....(DAYTIME).....(EVENING)

FACILITY	DATE REQUIRED	TOTAL TIME REQUIRED	TIME OF ACTIVITY
MAIN HALL WITH STAGE			
MAIN HALL			
COUNCIL CHAMBER			
KITCHEN			
BAR AREA			
LICENSED BAR			

TYPE OF ACTIVITY.....

- IF COMMERCIAL: Open to the Public no charge
- Private Function
- Ticket/Pay on the Door
- Ticket Only

The Town Council supports local Voluntary Organisations by offering a concessionary rate at 50% reduction of the standard fee, subject to sufficient information being provided.

If applying for concessionary rate please state reason.....  
.....  
.....

PLEASE STATE ANY SPECIFIC REQUIREMENTS.....

WE REQUIRE USE OF A MICROPHONE YES/NO (circle one option)

DECLARATION

I agree on my own behalf and on behalf of the above organisation to comply with and be bound by Terms and Conditions of Hire, a true copy of which I have received (on reverse of this form).

SIGNED.....DATE.....

**KING EDWARD VII MEMORIAL HALL, NEWMARKET.**

## **CHARGES: APRIL 1<sup>ST</sup> 2009 – 31<sup>ST</sup> MARCH 2010**

<b><u>STANDARD RATE</u></b>	<b><u>£ Per hour</u></b>
MAIN HALL	24.68
BAR AREA	3.94
USE OF KITCHEN	5.16
COUNCIL CHAMBER	15.02
LICENSED BAR (Licence)	50.00 subject to availability
LICENCED BAR (Area only)	3.94

### **CONCESSIONARY RATE**

MAIN HALL	12.34
BAR AREA	1.97
USE OF KITCHEN	2.58
COUNCIL CHAMBER	7.51
LICENSED BAR (Licence)	50.00 subject to availability
LICENCED BAR (Area only)	1.97

### **TERMS & CONDITIONS OF HIRE**

1. All bookings will be for a minimum of 2 hours, with a 20% deposit (non-refundable) taken on receipt of booking.
2. The deposit requirement may be waived in the case of regular hirers at the booking clerk's discretion.
3. All times booked must include 'set up' and 'break down' time.
4. The hire of the use of the facilities of the Memorial Hall, whilst allowing the use of tables and chairs, does not include the provision of caretaker help with the set up or break down at an event or activity unless previously agreed in writing with the Town Council.
5. Discounts for block bookings may be available upon application.
6. Periods of hire after 12.00 midnight are charged at double rate.
7. Payment should be made a minimum of seven days prior the event taking place.
8. All hirers are responsible for leaving the Hall in a clean and undamaged condition. The Town Council reserves the right to charge for any repairs in respect of damage or additional cleaning charges.
9. The Hall is hired on an as-is basis. We strongly suggest making an appointment during our opening hours to view the facilities before your event.
10. Licensed Bar facilities are available upon application and subject to availability. Notice will be required to obtain the appropriate licence. It is prohibited to sell alcohol without the necessary licence.
11. Where an organisation requires to 'set up' on the day immediately preceding the date of the function, this will be at the discretion of the bookings clerk and subject to availability in the bookings diary. A charge of £50 will be levied and any items left in the Hall will be at the hirer's own risk.
12. Applications will not be accepted from persons under the age of 18.
13. A separate booking form must be filled out for each booking.
14. Concession Rates are available until 12.00 midnight. Bookings past that time will be charged at the standard rate and include clause 5 conditions.
15. Cancellations made less than 5 working days prior to the booking date may be liable for charge.