

ORFORD TOWN HALL
NON-RESIDENTS' and COMMERCIAL BOOKING FORM 2017
New Orford Town Trust (Registered Charity No. 10537239)

Hirer's name

Hirer's address

.....

.....

Telephone No

Date of hire

Purpose of hire

If children will be attending, a responsible adult must be named.

Name of responsible adult (if applicable)

Facilities required: (Please circle appropriate boxes)

Session	Morning	Afternoon	Evening	Electricity (October-March) ___ hours @ £5 per hour	Sub-total
Main Hall	£80	£80	£160	___ hours @ £5 per hour	
New Room	£50	£50	£60	___ sessions @ £10 per session	
Kitchen (full use)	£30	£30	£35	n/a	
Kitchen (drinks only)	£15	£15	£15	n/a	
GRAND TOTAL					£

Please note that from 1 October to 31 March there will be a surcharge of £5 per hour (Main Hall) and £10 per session (New Room) to cover heating costs.

The total amount is payable in advance. All cheques should be made payable to: **New Orford Town Trust.**

At what time do you wish to gain access to the Town Hall?

At what time will the event end?

Is alcohol to be served? (delete as applicable) **Yes / No**

Please contact the Town Hall to see if a licence is required.

For some events, a £200 deposit cheque is required against damage, breakages or maintenance or cleaning costs incurred by the hirer. The cheque will be returned unrepresented if there are no such costs incurred. Cancellations made less than seven days before the event will be subject to a 25% cancellation charge.

I confirm that I have read and agree to abide by the Town Hall booking conditions dated March 2011, of which I have a copy.

Signed Date

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Print

Please return to: The Clerk, Town Hall, Market Hill, Orford, Woodbridge, Suffolk IP12 2NZ