



BOOKING FORM

Name of hirer (& company name)	
Address	
Contact Telephone Number(s)	
Email Address	

Day and Date of Hire (use back of form for additional dates / times)		
Event		
Hours From / To	Arrival Time	Exit Time
Start / Finish time of Event	Start Time	End Time
Start / Finish Time for Bar (if applicable)	Start Time	End Time
Approximate Number of Guests		

Package / Room Requirement (please click on a box to select or de-select it)

Whole Hall Packages:	Platinum <input type="checkbox"/>	Gold <input type="checkbox"/>	Silver <input type="checkbox"/>	Bronze <input type="checkbox"/>
Concert / Theatre /Dance Packages:	3pm – midnight <input type="checkbox"/>	8am – midnight <input type="checkbox"/>		
Exercise Packages - Main Hall:	Up to 2 hours <input type="checkbox"/>	Up to 4 hours <input type="checkbox"/>		
Exercise Packages - Meeting Room:	Up to 2 hours <input type="checkbox"/>	Up to 4 hours <input type="checkbox"/>		
Individual Room(s) by the hour (minimum 2 hours)	<input type="checkbox"/> Main Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Gallery/Garden Room <input type="checkbox"/> Kitchen			

Resources Required (please click on a box to select or de-select it)

Main Hall Only >	<input type="checkbox"/> Basic Stage Lights	<input type="checkbox"/> Sound & Light Desk	<input type="checkbox"/> Wireless Handheld Mic	<input type="checkbox"/> Basic Mic	<input type="checkbox"/> Theatre-Style Seating
Other Resources >	<input type="checkbox"/> Staffed Bar	<input type="checkbox"/> Projector & Screen	<input type="checkbox"/> Wireless Headset Mic		
	<input type="checkbox"/> Crockery & Cutlery	<input type="checkbox"/> Champagne Flutes	<input type="checkbox"/> Table Linen - Round	<input type="checkbox"/> Table Linen - Oblong	<input type="checkbox"/> Cups & Saucers

Please Turn Over

Terms & Conditions of Hire (please tick, sign and date)

- I confirm that I am over 18 years of age and accept responsibility for the event as the hirer
- I have received and read the Terms of Hire document and agree to abide by the requirements therein
- I understand that my booking is not confirmed until I have paid a non-refundable 25% deposit
- I understand I will need to pay a Security Deposit, which will be returned to me if no damage or loss occurs and no complaints regarding noise or disturbance are received

Signature	
Date	
Name – Please Print	

Please note the following requirements:

- For any live band, disco or theatre production, our in-house technician may be present at the start and end of your hire period to ensure any equipment is being safely installed. We do not provide a technician for your show.
- The use of smoke, haze, pyrotechnics, naked flames or food and drink on the stage is prohibited unless a request is made in writing to Dereham Town Council and consent given
- PAT certificates may be requested for any electrical equipment brought onto the premises
- Public Liability Insurance (minimum £2 million) and a Risk Assessment must be provided for public events
- If an issue arises on the day, please call Dereham Town Council or the emergency contacts provided via email

Please use this box for any further information	
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Please return this booking form to Dereham Town Council

Address: Assembly Rooms, Quebec Street, Dereham. NR19 2TX

Or Email: generalenquiries@derehamtowncouncil.org

For Office Use Only

Customer No. Booking Ref.

Deposit Amount Deposit Paid Date

Security Deposit Amount Security Deposit Paid

Required: PLI: Yes / No Risk Assessment: Yes / No Smoke/Haze Consent: Yes / No

