



BOOKING FORM

Name of hirer	
Address	
Contact Telephone Number (s)	
Email Address	

Date of Hire <small>(use back of form for additional dates / times)</small>	
Event	
Hours From / To	
Start / Finish time of Event	
Start / Finish Time for Bar <small>(if applicable)</small>	
Approximate Number of Guests	

Package / Room Requirement (please tick)

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	Main Hall <input type="checkbox"/>	Meeting Room <input type="checkbox"/>	Kitchen <input type="checkbox"/>	
	Gallery/Garden Room <input type="checkbox"/>			

Resources Required (please tick)

***Main Hall only**

Staffed Bar <input type="checkbox"/>	Projector & Screen <input type="checkbox"/>	Basic Mic* <input type="checkbox"/>	Wireless Mic* <input type="checkbox"/>	Theatre-Style Seating* <input type="checkbox"/>
Basic Stage Lights only* <input type="checkbox"/>	Sound & Light Desk* <input type="checkbox"/>	Cups & Saucers <input type="checkbox"/>	Crockery & Cutlery <input type="checkbox"/>	Champagne Flutes <input type="checkbox"/>

Please note the following requirements:

- For any live band, disco or theatre production, our in-house technician must be present at the start and end of your hire period to ensure any equipment is being safely installed
- The use of smoke, haze or naked flames is prohibited unless a request is made in writing to Dereham Town Council and consent given
- PAT certificates must be provided for any electrical equipment brought onto the premises
- Public Liability Insurance and a Risk Assessment must be provided for events open to the public

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 no later than 28 days after the hire period if no damage or loss occurs and no complaints regarding noise or disturbance are received

Signature **Date**

Name (please print)

Please return this booking form to Dereham Town Council

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

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