

TIVERTON TOWN COUNCIL
NEW HALL BOOKING FORM
 Tiverton (01884) 253404
 Email: assistant@tivertontowncouncil.gov.uk

Hall Manager Leigh Parker
 Tel: 07973134793 email newhall@tivertontowncouncil.gov.uk

Please complete all sections of this form and return it to the Town Council as soon as possible. No booking can be confirmed until this form has been received.

NAME OF ORGANISATION	
TYPE OF EVENT	
CONTACT NAME	
CONTACT ADDRESS	
CONTACT TELEPHONE NUMBER	
CONTACT E MAIL ADDRESS	
ADDRESS FOR INVOICING	

When selecting the times you wish to hire the venue remember that this should include the earliest time that entry will be required to the premises and the latest time of departure.

Dates of Event(s)

From	Day	Month	Year	To	Day	Month	Year

We will require to have access to the premises at: _____

We will vacate the premises by: _____

Please note that these will be the times when arrangements will be made for the opening and closing of the premises. Professional door staff will be required for live music/ dances/discos and some other events *please check with Tiverton Town Council* must be arranged by and paid for by the Hirer.
 Professional bar staff will be required when the bar is booked and must be arranged and paid for by the Hirer.

Bookings below £100 must be paid for in full and in advance.

Hire of Main Hall, Kitchen and Foyer

Hire Period	Tariff	Hours/Weeks	Amount
Per hour or part thereof before midnight (minimum charge 2 hours)	£40		
Per hour or part thereof after midnight	£50		
Weekly charge for a period of seven consecutive days	£2,000		
Set up charge where applicable	£50		
Licence for Bar for Functions	£24		
Advanced Performing Rights Charge – see note 1 below for further information and completion.	£100 + VAT £120.00)		
Total Charge			
Deposit payable on booking (bookings below £100 payable in advance and in full)	£100		

Charges for the hire of the Small Hall (in addition to the Main Hall charges when whole venue is booked)

Hire Period	Tariff	Hours/Weeks	Amount
Per hour or part thereof	£20		
Per hour or part thereof after midnight	£30		
Weekly charge for a period of seven consecutive days	£800		
Total Charge			

Charges for the hire of the Foyer and Kitchen only (included with the Main Hall Charges)

Hire Period	Tariff	Hours/Weeks	Amount
Per hour or part thereof	£20		
Per hour or part thereof after midnight	£30		
Sub Total			
Total Charge			

Additional Charges:

Heating and lighting will be added to the final invoice and will be charged as per meter reading plus vat at the prevailing rate.

A post cleaning up charge of £100 will be made if the premises are left in an unacceptable condition and further bookings made by the Hirer may be refused.

Note 1 - Performing Rights:

Tiverton Town Council are responsible for notifying The Performing Rights Society (PRS) of any music/script/and other work performed, broadcasted, downloaded, streamed, reproduced, played in public or used in film or TV at any venue owned by Tiverton Town Council. The Performing Rights Society pay royalties to their artists when their work is used.

1) Do you have your own performing rights licence? Yes/No

If yes, please provide a copy of your licence to Tiverton Town Council at the same time as returning your completed booking form. We are unable to confirm your booking without this document.

The Advanced Performing Rights Charge is not payable if you have a licence which covers royalties' payable in relation to your performance under that licence.

If you have answered no, please see below information for "Non Licence Holders".

Non Licence Holders

If you do not have your own Performing Rights Licence, you will be required to complete a PRS form. Please notify Tiverton Town Council at your earliest convenience so we are able to provide this to you. **Please note that your completed PRS form must be returned to Tiverton Town Council within 7 days from the last day of your booking.** Non licence holders are required to pay an Advanced Performing Rights Fee of £100 + VAT. This is an estimated amount to cover the royalty fee which is charged by PRS in relation to your performance. Tiverton Town Council will submit your PRS form in line with their bi-annual reviews. PRS will then calculate the royalty amount payable for your performance and invoice Tiverton Town Council directly. Should your royalty fee fall below the Advanced Performing Rights Charge of £100, Tiverton Town Council will issue a refund of the necessary amount.

To further assist us to ensure that your event is tailored as far as possible to your requirements we ask you to sketch out below a rough layout of your arrangements.

Main Hall

STAGE

Small hall

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Foyer

Kitchen

Please return the completed form to Tiverton Town Council, Town Hall, St Andrew Street, Tiverton, EX16 6PG

Please note that provisional bookings are only valid for 21 days

I agree to the terms and conditions of hire and to the charges for the hire of the New Hall.

Signed _____

Date _____

FOR OFFICE USE ONLY

Gas Meter Readings		Electricity Meter Readings	
Start of Booking	End of Booking	Start of Booking	End of Booking