



Bridgwater Town Council

EVENT BOOKING FORM

CUSTOMER DETAILS

Name of Hirer/Contact	
Organisation	
Address	
Telephone Number	
Email Address	

OVERVIEW OF EVENT DETAILS

Event Name	Date of Event	Time of Event	Number of People

Please note:

1. Set up and clean down times will be payable if outside booked sessions.
2. PRS for Music Rates – info required: number of tickets sold and price.
3. A TEN must be obtained if alcohol will be served at the event.
4. When booking the Theatre, the hirer must state the desired layout and seating arrangements for each individual booked venue:
 - Theatre – cabaret layout, rowed seating and open Charter Hall – a permanent bar area available, board room style, U-shape style and rowed style;
 - Bridgwater Room – board room style, U-shaped style and rowed style; or
 - Conference Room – board room style

I hereby declare that I have read and understand the terms and conditions of hire, and have obtained a TEN if required.

Signature:

Date:

CANCELLATION POLICY

All cancellations must be in writing. Cancellations received within seven working days of your event are subject to a 100% charge of the event booking fee.

PAYMENT - Bank Transfer

Account Name: Bridgwater Town Council

Bank: NatWest **Account:** 53203682

Sort Code: 60-03-27

Please state the dates and times required for access and closing in the table below

DATES REQ	THEATRE ONLY				BOX OFFICE	CHARTER HALL/ BRIDGWATER ROOM please circle	BOOKING SUR-CHARGES	KITCHEN
	Rehearsals for events at the Town Hall (does not include use of changing rooms)	Amateur theatricals/ Local school productions	Not-for-profit organisations, charities	All other hire (e.g. events, bands, etc)	For use outside the booked hire period	If hiring with the Theatre you will receive a 50% discount		Includes crockery, and appliances.
	£25 per hr £80 - 4 hr booking	£35 per hr £120 - 4 hr booking £200 - 8 hr day rate*	£35 per hour £120 - 4 hr day rate* £200 - 8 hr day rate*	£40 per hour £250 8 hr day rate*	£25 for each day/part day required	£100/day (9 am to 5 pm) £20/hr including evening rate 5 pm- 10 pm.	After 10 pm & Saturday 15% Sundays & Bank Hols 30%	£35

*Day rate is from the hours of 9 am – 5 pm. Additional hours past this time within a day booking are charged at £30 per hour.

Additional Information (including room layout required):

PRS details

Information required:

- Number of tickets sold/price per ticket
- Play list (attach a separate sheet if necessary)

Please Note: additional costs may be incurred when figures are reviewed by PRS for music – please visit www.prsformusic.com

Equipment required

- Media package option 1: 3 x 70" TVs including HDMI cables £30
- Media package option 2: 1 projector and 1 screen £25
- Media package options 1 & 2: £45
- Meeting Comms and or web camera (20 microphones) £25
- Flipchart and pens – free of charge

Theatre:

- 210.96 Square metres
- Wi-Fi
- Balcony
- Stage = 36 ft (deep) x 15 ft (wide).
- Proscenium (Inc. orchestra pit) = 28 ft (deep) x 18 ft (wide).
- Dressing rooms
- Kitchen

Room Layout:

- Dancing 150.
- Theatre (auditorium) – Max 319 (Close Seated)
- Balcony – Max 115
- Banquet – approx. 100
- Cabaret – approx. 100
- Boardroom – approx. 40
- Open floor max 400

Charter Hall:

- 56.20 Square metres
- Bar Areas
- Wall mounted boiling water dispenser
- 51.40 Square Metres
- Wi-Fi

Room Layout:

- Theatre – Max 50
- Banquet – Max 48
- Cabaret – Max 28
- Boardroom – Max 20

Bridgwater Room:

- 56.20 Square metres
- Wi-Fi
- Side seating (former church benches)

Room Layout:

- Theatre – Max 120
- Banquet – Max 60
- Cabaret – Max 40
- Boardroom – Max 26