



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. When booking the Theatre, the hirer must state the desired layout and seating arrangements for each individual booked venue – please see list of options below:
 - 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
 - Conference Room – board room style

I hereby declare that I have read and understand the terms and conditions of hire.

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: Nat West

Account: 53203682

Sort Code: 60-30-27

Pyrotechnics YES/NO

Additional Information (including room layout required):

Theatre:

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

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

Committee Room

- Boardroom style – max 10
- Screen and dry wipe board