

PRESCOT TOWN COUNCIL

BOOKING REQUEST

Office Use Only	
MS	
WEB	
INV	
BAR	

The Booking					
Date and times of Booking	Date		Time from (this is the time you can access the room & cannot be more than two hours before your bar start time)		Time to (this is the time you must vacate the room – latest time will be 12.00am)
Room requested – rates of hire overleaf	Multi-Function Room (Capacity 100)	Meeting Room (Capacity 6)	Conference Room (Capacity 16)	Council Chamber (Capacity 20-30)	Pavilion at Eaton Street (Capacity 10)
Type of function (18 th /21 st Birthday, Christening, Wedding, training etc)					
Approximate numbers in attendance					
The Town Council also offer table and chair decorations and meeting refreshments, please turn over for more details and prices. We do not permit outside companies to provide room decorations (chair covers/sashes etc).			State your requirements here:		
Times bar required The bar start time must be within two hours of your room hire start time. For example, if your room hire start time is 6.00pm your bar start time must be before or at 8.00pm. Latest finish time will be 12.00am			Bar start time:		Bar finish time: (last orders will be 30 mins before this time)
Use of Kitchen required			Yes / No (Please note the oven hob requires pans which are suitable for an induction hob)		
Enhanced disabled facility/baby changing required			Yes / No		
How did you find out about the Town Hall Facilities?					
Your details					
Name					
Address					
Contact Number					
Email					
Name on bank account		Bank account details are required so that your bond can be refunded to you via direct bank transfer			
Sort Code (6 digits)					
Bank Account Number (8 digits)		Signed:		Dated:	

By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

Terms and Conditions

By completing this form you acknowledge the Council's terms and conditions for the hire of facilities.

The Town Council will issue an invoice for the booking within 1 week of receipt of the booking form; the balance of the invoice must be settled in full 1 week prior to the booking date. Bookings for functions will require a 25% deposit within 1 week once the booking has been confirmed. All private functions, except for parties for ages 17 to 21 will be subject to a refundable £50 bond which is included on your invoice. Bookings for birthday parties ages 17 to 21 will incur a refundable £200 bond which is included on your invoice. This bond is taken to cover any additional costs to the council of overrunning on the times of bookings or any damage caused to the Town Hall or Pavilion. The Town Council will accept payment by cash, cheque or direct banking, if paying by cheque please ensure payment is made allowing enough time for the cheque to clear your account 1 week before the booking date. If the invoice is **not** settled in this time the booking will be considered cancelled.

On arrival at the Town Hall please make yourself known to the caretaker/bar staff who will accompany you on a physical inspection of the facilities you are hiring, in order to identify and record any defects/damage to the premises. Any subsequent damage will be the responsibility of the hirer and the Town Council will invoice the individual or organisation for the cost of repair/replacement.

An inspection of the facility will take place at the end of the booking and if satisfactory the bond will be refunded the next working day by direct bank transfer using the bank details provided on this form. The facilities are hired between the times specified by the hirer on this form and confirmed on the subsequent invoice **hirers should ensure any set up time for catering and room decoration etc is included in the booking request – there will be a maximum of two hours hire before the bar start time.** The hirer and any guests will be expected to vacate the premises in accordance with the specified times.

Last orders at the bar will be 30 mins before the end of the bar booking. Provision of any music must finish 15 mins before the end of the booking. The hirer is free to appoint outside providers for disco, catering, entertainment etc, however the use of **FOG / FOAM MACHINES, GLITTER TABLE DECORATIONS, BOUNCY CASTLES OR ANY OTHER POWERED INFLATABLE EQUIPMENT** on Council premises is **STRICTLY PROHIBITED**. Hirers are responsible for any items brought onto the site through any third parties and **under no circumstances** are hirers permitted to leave equipment on site for collection at another time. **If items are left on site, the bond for the room will be automatically forfeited.**

We expect that all rooms used are to be left in a clean and tidy state, if this is not the case the hirer will incur a charge for any additional cleaning that is required, and this will be deducted from your bond.

The Town Council do not accept any responsibility for bookings cancelled due to unforeseen circumstances by either party and deposits paid are **non-refundable**. In the event that the Town Council cancel the event any deposits received will be refunded in full.

Room	Capacity	Rates			
		Non for profit group 9am-5pm Midweek (per hour)	Non for profit group after 5pm Midweek (per hour)	Business Use Midweek (per hour)	Weekend (Fri/Sat/Sun) (per hour)
Multi-Function	100	£10.00	£12.00	£18.00	£25.00
Conference Room	16	£10.00	£12.00	£18.00	£25.00
Council Chamber	20	£10.00	£12.00	£18.00	£25.00
Meeting Room	4-6	£10.00	£12.00	£18.00	£25.00
Pavilion at Eaton Street	10	£10.00	£12.00	£18.00	£25.00

Decorations

Tablecloths – White or Black	Round tables (each table seats 10/11) - £6 each table Oblong Buffet tables (each function has 4 buffet tables) - £2 each table
Chair Covers/Sash Bows	White full length chair covers - £1.50 per chair Sash Bows (various colours available) - £0.50p per chair
Table decorations	Glass bowl centre pieces mounted on circular mirrors filled with acrylic stones and white roses. £3.00 each or free of charge when you hire tablecloths, chair covers and sashes

Training and Conference Requirements

Tea, Coffee and Biscuits	Unlimited drinks - £2 per person
Projector and Screen	Portable 3D Projector with large portable screen - £5

For office use only

Name	Date	Dep / Bal	Payment			Signed
			Cash	Chq	BACS	

Please send your completed booking form to:

Prescot Town Council, Prescot Town Hall, 1 Warrington Road, Merseyside, L34 5QX

Or email to: enquiries@prescot-tc.gov.uk Telephone: 0151 426 3933

Payments can be made at the Town Hall by cash or cheque although direct bank transfer is our preferred payment method. Please note we do not have the facility to take card payments.