

Castletown Town Commissioners

Town Hall hire form

Your details

Name/organisation

Address

Email address

Mobile no.

Landline / 2nd mobile no:

Registered charity number (if applicable):

Hire charge per session: £60.00 Payable at time of booking. £100 Damage deposit due on collection of keys

Hire sessions: Morning (09.00-13.00) Afternoon (13.00-17.00), Evening (18.00-23.45)

50% discount on Town Hall hire for registered charities ONLY

Maximum capacity of 100 seated (200 if all standing)

Your Booking – circle as required.

Date

Morning

Afternoon

Evening

Type of function

Do you require technical services (AV / Projector) Yes / No

If yes, please enquire with the Town Hall office.

Venue security required? Yes / No

Security staff are required for music gigs, wedding receptions, and parties (excluding parties for children under 15 years). All charges payable direct to a registered security company.

Is the hire for a wedding ceremony? Yes / No

Additional charge of £200 for wedding licence as Approved Place and staff costs

I agree to be bound by the Regulations and Conditions of Hiring

Signature_____ Date_____

OFFICE USE ONLY

Date

Amount

Booking form received

Booking entered into diary

Venue payment received

Deposit received

Emergency contact

Office hours 01624 825005

Out of hours and key holder: TBC

Venue Hire Regulations and Conditions

All bookings must be made on this form. Forms should be returned to The Office, Town Hall, Farrants Way, Castletown, IM9 1NR.

Payment for use of the venue must be made in advance. Bookings are only provisional until a completed booking form and payment have been received.

Payment by Debit Card or

BACS – Account name: Castletown Town Commissioners

Sort Code: 55 91 04 – Account number: 35118164

The hirer agrees that the number of attendees will not exceed the capacity of the venue.