

Brackley Town Council

Town Hall, Brackley, Northants, NN13 7AB

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Duty Manager: Brian Harvey

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07772868746 or 07792024988

Brackley Town Council has appointed Mr Nigel Wiles of the Red Lion, Market Place, Brackley Tel: 01280 702228 as its Designated Premises Supervisor. Please contact Mr Wiles if you wish to have a licensed bar at your function giving him two weeks notice. Mr Wiles will need to sign the form below before the function can be booked at the Town Hall.

Mr Nigel Wiles.....

I.....on behalf of

wish to book the following:

WEDDINGS: A flat fee is charged to cover the licence fee plus the room hire fees.
= £250.00

DEPOSIT: A deposit will be required for any function where alcohol is being consumed. Where excessive spillage of alcohol is found a fee for cleaning will be deducted from the deposit.
= £250.00

STAIRLIFT: If you require the use of the stairlift a deposit of = £10.00

Upper Hall * ____ hours x £25.00 per hour = £

Lower Hall * ____ hours x £21.00 per hour = £

Meeting Room * ____ hours x £10.00 per hour =£

Kitchen ____ hours x £5.00 per hour = £

Bar ____ £5 per function = £

Late Night Facility ____ hours at £15.00 per hour = £_____
(after 11 pm) TOTAL _____

* Concessionary Rate Applies see Terms and Conditions

Fromam/pm Toam/pm (day and date)20

For the purposes of

PUBLIC LIABILITY INSURANCE

Organisations and Commercial Hirers MUST provide evidence of Public Liability Insurance of at least £3 million. Evidence of insurance is required at the time of booking.

❖ Do you have Public Liability Insurance YES/NO?

❖ Have you attached your copy?

NO PRESSURISED CYLINDERS FOR COOKERS GAS/BURNERS MAY BE USED IN THE TOWN HALL

- ❖ I declare that I have been instructed in the use of the stairlift and will take responsibility for the key I have been issued and return it to the Town Hall after the event.
- ❖ I have been given a copy of the conditions of hire and agree to abide by them.
- ❖ All electrical equipment brought in by myself or contractor employed by myself will have been PAT (Portable Appliance Test) tested. Evidence of test must be available on request.
- ❖ High voltage equipment is not permitted.
- ❖ I have been instructed in the use of the fire alarm system, extinguishers and escape exits.
- ❖ I agree to alert other users of the building in the case of fire and assist those with limited mobility.
- ❖ The person who will be in charge of the function and not leave the premises while people are in the building is:

Mr/Mrs/Missand s/he will be assisted by.....

- ❖ I/we agree to be responsible for liaising with the emergency services.
- ❖ I confirm that there will be music/no music/disco (Please specify)
- ❖ I declare that I have no previous convictions for misleading the public in connection with Sales organised by me or through any Company with which I have been connected.

SignedAddress.....

..... Tel No.

- ❖ Please complete and return copy with **full payment**
- ❖ The balance **is due one week prior to the event taking place.**
- ❖ Cheques to be made payable to Brackley Town Council.
- ❖ Application Form only - Acceptance of booking is not implied

Please detail a layout of tables and chairs for your function on a separate sheet of paper.