

**Name of Venue:** \_\_\_\_\_

**Scale of Charges**

1. All our charges are at an hourly rate; evenings and weekends £50.00 per hour, and daytime (weekdays only) £30.00 per hour. The minimum session booking is for 3 hours. Each day is divided into: 'Morning Session 09:00-13:00'; 'Afternoon Session 13:00-18:00', and 'Evening Session 18:00-23:59'. (part hours are charged at the full hourly rate)
2. Hirers who are 'Registered Charities' generating funds are entitled to a reduction of up to 50% (**weekdays only**) upon production of their registered charity number.
3. Setting up and clearing up time is charged at 50% of the appropriate hourly rate.
4. Hours outside 09:00-23:59 and Bank Holidays are at the discretion of the Management and the hourly rate charged will reflect any additional staffing costs.
5. If the venue is to be used for profit by an hirer, a separate hourly fee will be negotiated
6. Please note that if the venue is not vacated by the end of the period booked an additional charge will be raised at twice the normal hourly rate (for each part hour) to cover staff overtime costs.

**Please complete the following details using black ink**

Applicants Name, Organisation and address (including Post Code)	
Day time telephone number:	
Date venue required:	
Time venue required from:	
Time venue required to:	
Purpose for which venue will be used	
Maximum anticipated attendance	<i>(Maximums for Civic Hall are 220 Dance, 300 Cabaret, 370 Close Seated)</i>
Proposed admission charge	<i>(due to Fire Regulations the BALCONY can not be used)</i>
Is piano required (Civic Hall only)?	YES / NO

**Sale of alcohol will be conditional on a 'Temporary Event Notice' being obtained for the purpose of selling alcoholic refreshments. Please note that the responsibility for obtaining a 'Temporary Event Notice' does not lie with Wirral Borough Council. (A 'Temporary Event Notice' must also be obtained for any bookings for Sundays and after 23:45 on Saturdays even if alcoholic refreshments are not being sold.) Applications for 'Temporary Event Notices' should be submitted to the Licensing Authority at the Town Hall, Wallasey, Wirral, CH44 8ED, at least 10 working days before the event is due to take place.**

Do you intend to sell alcohol?	YES / NO
Name and telephone number of the licensee who will obtain the necessary licences for the booking	Licensee's Name:  Licensee's Telephone No:

- Notes**
- a. Venue layout and other special requests should be discussed with the complex superintendent (0151 691 8479) and agreed with the Bookings Manager (0151 691 8272) prior to the function taking place.
  - b. The piano on the stage must NOT be moved onto the hall floor. If a piano is required on the Hall floor hirers have to make their own arrangements for hire, delivery and tuning.
  - c. Completed application forms must be returned within seven days of a provisional booking being made, otherwise the booking will be cancelled.
  - d. **On NO account must agreed numbers attending the function be exceeded as this will contravene Fire Regulations and will result in the function being stopped or persons being evicted from the venue.**

**I/We agree to abide by the General Conditions of Hire.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>The completed form should be returned to:</b>	<b>Bookings Manager</b> <b>Town Hall, Brighton Street, Wallasey, Wirral, CH44 8ED</b> (Tel: 0151 691 8272)
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**Data Protection:** Our Privacy Notice at [wirral.gov.uk/privacy](http://wirral.gov.uk/privacy) explains your rights and how we will keep your information secure. Please tick here to confirm that you give us permission to process your information in order to deal with this enquiry.

**FOR OFFICIAL USE ONLY**

Form Sent:	
Form Received:	
Total Hire Fee:	

Invoice No:	
Invoice Date:	
Payment Due:	

**Copies to:**  
Complex Superintendent  
Superintendent Registrar  
Town Hall Cleaning Supervisor