



CASTLE HALL BOOKING FORM

College House, 4 St Leonard's Close, Bridgnorth, WV16 4EJ

01746 762231 or e-mail : bookings@bridgnorthtowncouncil.gov.uk

NAME OF ORGANISATION

CONTACT PERSON

ADDRESS

.....

TEL **BOOKING NUMBER**.....

EMAIL ADDRESS

BOOKING DATE(S):

PURPOSE OF HIRE i.e. children's party.....

AREA FOR HIRE	COST (per hour)	TIMES (from and to)	NUMBER OF HOURS HIRE	TOTAL COST
Main Hall including stage	£22.50			
Main Hall after Midnight	£46.25			
Main Hall & Stage booked with Bar & Bar Lounge	£41 + VAT			
Bar & Lounge	£22.50 + VAT			
Meeting Room	£15.50 Per Hour			
Kitchen (including use of crockery)	£16.50 + VAT (per booking)			
Full day's booking of whole venue	£287.50 + VAT			
Morning or evening booking of whole venue (4 or 5 hour interval)	£97.50 + VAT			
				£

Time for Setting Up and Clearing the Hall, must form as a part of your hire time.

Please note no booking can be accepted after 1am



I/We have read and accepted the conditions of hire, a copy of which is attached and agree to observe and perform all said conditions of hire.

I/We agree that, upon the signing hereof, there exists a contract of hire between the Council and the hirer.

All bookings are subject to a minimum 2 hours charge.

Payment of the full hire fee must be made at the time of booking or at least a minimum of 14 days prior to the date of hire. No engagement will be treated as “confirmed” until payment has been made. A non-refundable booking fee of 50% of the hire charge will secure a booking.

The Council reserves the right to cancel bookings for any reason and at any time before the date of hire in the event of the facilities being required for an unforeseen event over which the Council has no control. A full refund will always be given under such circumstances.

No bookings will be accepted unless the Hirer is over 18 years of age or at the discretion of the Council.

Please sign and date this form and return it with your payment : -

Payment can be made either in cash at our office by cheque payable to ‘Bridgnorth Town Council’ or direct into our bank account : -

**Sort Code : 60-83-01
Account Number : 20330912
Reference : (date of booking)**

HIRER’S SIGNATURE

PRINT NAME

DATE.....

Bar Hire

Once payment has been made for bar hire, please contact the following person for bar arrangements :

PJ’s Mobile Bars

Jodie Hickman. Tel : 07961211904 or Paul North. Tel : 07432 116339

The Castle Hall is situated just off the main High Street on West Castle Street. You will find two car parks within a ten minute walk of the hall in Listley Street. See attached map.

