AT CHORLEY TOWN HALL

Booking Form

**EVENT DETAILS**

Day and date of event:

Name of event:

Brief description of event:

Access time for setting up:       Time doors open to public/guests:

Event start time:       Event finish time:

Time room will be vacated *(latest time is 1am including guests, third parties & equipment):*

Max number of people at the event *(includes performers and is dependent on your layout):*

Max number of wheelchair users:

*Maximum of 10 wheelchair users including maximum of 2 wheelchair users on stage at any one time. A small platform lift is available for wheelchair access to the stage. Not suitable for motorised wheelchairs. Please note this lift must only be operated by the Lancastrian Attendant on duty.*

Time you wish bar to open:       Last orders *(latest time midnight)*:

**EVENT REQUIREMENTS**

PA system [ ]  Lectern [ ]  Laptop speakers system [x]

Projector [ ]  Projector screen [ ]  Cloakroom with attendant [ ]

Cups & saucers (max. 300) [ ]  Recyclable cups with lids [ ]

Wi-Fi (must be booked in advance) [ ]

Tablecloth hire (£6.51 per cloth, must be booked in advance) [ ]

Bar (must be booked in advance) [ ]

*Please note that all alcoholic drinks consumed during your event must be purchased from the bar.*

Tea/coffee/cordial @ £1.00 per person, per serving [ ] Time(s) required:

Tea/coffee/cordial & biscuits @ £1.50 per person, per serving [ ] Time(s) required:

*Please note that we use Fairtrade tea, coffee and sugar*

**ROOM LAYOUT**

**Theatre style** (rows of chairs with an aisle down the middle – seat 380 people max.)[ ]

**Cabaret style** (round tables across the room – seat 250 people max.) [ ]

**Dance** (round tables around the perimeter of the dance floor – seat 220 people max.) [ ]

**Choose own layout plan** (please draft your own plan by printing off the blank layout on the back page) [ ]

The following furniture is available for you to use:

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity available** | **Dimensions** |
| Chairs | 380 |  |
| Rectangle tables | 30 | 184cm x 77 cm (6ft x 2ft 6in) seat 6-8 people |
| Rectangle tables | 3 | 153cm x 76 cm (5ft x 2ft 6in) seat 6 people |
| Square tables | 15 | 77 cm x 77 cm (2ft 6in x 2ft 6in) |
| Round tables | 30 | 153cm diameter (5ft diameter) seat 8-10 people |
| Round tables | 10 | 184cm diameter (6ft diameter) seat 10-12 people |

**THIRD PARTY SUPPLIERS AND PERFORMERS**

Will there be any third parties employed or performing at the event such as DJs, performing artists or anyone else who may bring electrical equipment into the building?Yes [ ]  No[ ]

Please note that any electrical equipment used at the venue must have a valid Portable Appliance Test (PAT) Certificate. A copy of this must be provided at least two weeks before your event.

Please provide contact details for any third parties employed or performing at your event:

Contact name:

Organisation (if applicable):

Type of supplier/performer:

Address:

Postcode:

Telephone:

Email:

*It is the hirer’s responsibility to ensure that third parties comply with the rules of the hire and to ensure a risk assessment is carried out for bringing equipment onto the premises. Please use additional sheets if necessary.*

**CATERING**

Will food be provided at your event? Yes [ ]  No[ ]

Please note that all caterers used must be registered with a local authority and have a minimum food hygiene rating of 3. Hot food can be brought to the venue but cannot be cooked inside or outside the premises. Guidance on serving food can be provided on request.

Please provide contact details for any caterers you will be using at your event:

Contact name:

Name of caterer:

Address:

Postcode:

Telephone:

Email:

*Please note that The Council supports the use of* ***Fairtrade*** *products and invites users of The Lancastrian to consider a similar approach*.

**PUBLIC LIABILITY INSURANCE**

Events organised by commercial, voluntary or charitable organisations are required to have Public Liability Insurance cover for a minimum of £2,000,000. Please provide evidence of valid insurance cover at least two weeks before your event e.g. insurance certificate.

This excludes events organised by private individuals.**CONTACT DETAILS**

**Hirer**

Full name:

Organisation (if applicable):

Address:

Postcode:

Telephone:

Email:

If booking the bar, please confirm you are happy for your contact details to be passed to our bar provider:

Yes [ ]  No[ ]  N/A[ ]

**Invoicing**

As above [ ]  If different, please provide details below:

Contact name:

Organisation (if applicable):

Address:

Postcode:

Telephone:

Email:

**Public events**

Is your event open to the public?Yes [ ]  No[ ]

If yes, please provide contact details that the Council can issue should we receive enquiries from the public regarding your event:

Contact name:

Telephone:  Email:

Please read the terms and conditions for hiring The Lancastrian.Once you have read and understood these terms and conditions please tick and complete details below:

**DECLARATION**

**I confirm that I have read and understood the terms and conditions: Yes** [ ]

Print Name:

Date:

Please email the completed booking form to: **lancastrian@chorley.gov.uk**

Or post to: **The Lancastrian, Town Hall, Market Street, Chorley, PR7 1DP**

**LANCASTRIAN ROOM PLAN**

If you selected to draft your own layout plan you may wish to print off the blank layout below.

**Room dimensions:**

Main area: 19.2m/63ft (length) x 16.6m/55ft (width) excluding the stage

Stage: 7.9m/26ft (depth) x 14.3m/47ft (width)

