



Dawley Town Hall

Booking Form

Dawley Town Hall, New Street
Dawley, Telford, TF4 3JR

E-mail: RachelC@GreatDawley.com Telephone: 01952 567910

Booking Procedure

To place a booking with Dawley Town Hall, please complete the booking form enclosed and forward it to our office in person or via email, to the Dawley town hall property officer.

E-mail RachelC@greatdawley.com

Office: New Street, Dawley, TF4 3JR

On receipt of your booking form the booking will be made and confirmation along with an invoice for room hire will be returned to you within 24 hours to the email address provided. If no email address as been provided then we will send confirmation out by post. If receipt of a booking form is received over a weekend then the confirmation process will be slightly longer.

Invoicing Procedure

Invoices are raised and sent out along with the booking form. Payments can be made via cash, cheque, Paypal or BACS

If you wish to pay electronically please make payment to Dawley Town Hall

Sort Code: 30-97-13

Account code: 68302160

Please use your invoice number as the paying in reference.

Additional Charges

A Cleaning and Caretaker charge of **£30.00** will be added to the invoice.

We can provide doormen at an additional charge of **£16.75** per hour per doorman.

We do have a printer to make a small number of copies charged at **10** pence per copy.

Please see breakdown of additional charges on page

Cancellation procedure

All cancellations made less than 30 days in advance of the booking will be charged the full hire rate. One calendar month notice is required for cancellation of booking in full. If not notified within the time limit, the hire charge will still apply.

Complaints Procedure

If you encounter any problems with your booking, no matter how small, please notify our property officer immediately and we will do everything possible to rectify the situation. All feedback is accepted.

Booking Times

We do allow an early access time of 30 minutes for setting up your booking and 30 minutes at the end for clearing away.

If you require longer please notify the office at the time of making your booking.



Booking Information

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E-mail: RachelC@GreatDawley.com Telephone: 01952 567910

Contact Name			
Company Name		Order Number	
		If required	
Address			
Telephone Number/ Mobile		Email	

Requirements

Date of Event			Type of Event	
Event Times	Start -	End -	Access time if required to be confirmed	
Total Number of People				
Equipment Required:			Room Layout: See room layout Sheet	
Lights/Tables/Chairs/Projector/Sound Equipment:				
Bar Required – Times	Start	End		
Any Other Information:				



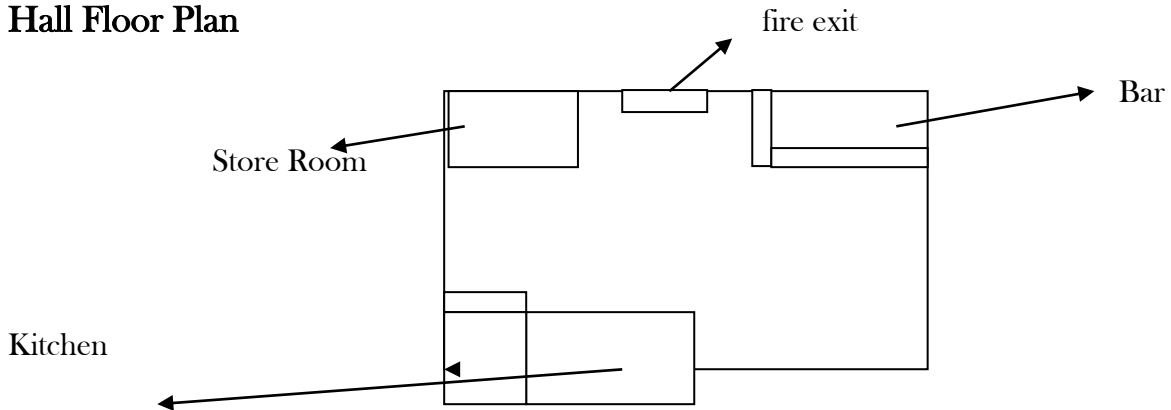
Dawley Town Hall

Room Layout

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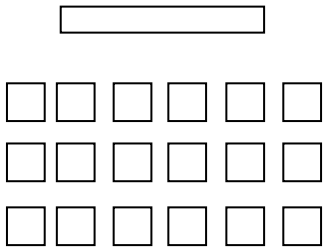
E-mail: RachelC@GreatDawley.com Telephone: 01952 567910

Hall Floor Plan

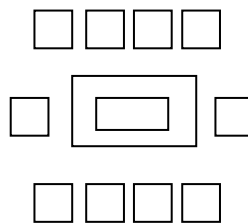


Dawley Town Hall can accommodate a number of layouts to fit with your booking requirements detailed below our examples

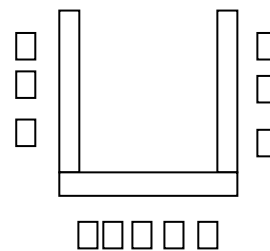
Theatre Style



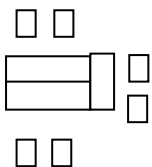
Boardroom



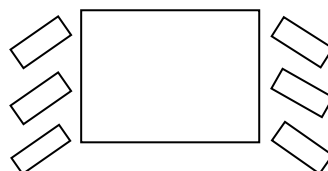
U-Shape



Café Style



Dance Floor





Hall Hire Prices 2016

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**** Please note there is a conditional cleaning and caretaker charge of £30 on all bookings**

As per your terms and conditions **

	Criteria	Monday Friday 9am - 6 pm	Monday Friday Evenings 6pm - 10pm	Weekend Rates
Community	Where no monies are raised for the benefit of the organisation or any individuals	£7 per hour	£10 per hour	£10 per hour
Agency	Where no monies are raised for the benefit of the organisation or any individuals	£10 per hour	£15 per hour	£15 per hour
Commercial/ Private Hire	<p>Where the organisation will obtain or derive monies from the use of the hall.</p> <p>The hourly rate is for the use of the hall and the provision of a licensed bar if required.</p> <p>Additional charges will be applied</p> <p>Doorman/Stewards - If required</p> <p>Cleaning & Caretaker</p> <p>If you require more information regarding these additional charges please contact the Property Officer.</p>	£15 per hour	£25 per hour	£30 per hour



Definitions

Dawley Town Hall, New Street
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E-mail: RachelC@GreatDawley.com Telephone: 01952 567910

Community	A social group that share an activity or interest and are a non profit organisation.
Agency	A business that provides a particular service or a government department that is responsible for particular activity
Commercial	A company that intends to make a profit, this will include political organisations, elections, auctions, trade & craft fairs, etc.
Private	This means a purpose for which no entrance charge is levied by the hirer on any participant in the booking, (e.g. Wedding receptions, birthdays, anniversaries)