

# Macclesfield Town Hall Room Hire

Contact Name, Address and Postcode:	
Name and address for invoice if different from above:	
Contact Telephone Number:	
*Contact Email: <small>(Required for confirmation of booking/ receipt of payment/ electronic dispatch)</small>	
<b>Event/Function:</b>	
<b>Room/s requested:</b>	
<b>Booking Ref: RBMG</b>	
<b>Charity Number</b>	
<b>Date of Event:</b>	
<b>Provisional Event details</b> <i>(Full details need to be confirmed one week prior to event)</i>	
Anticipated numbers:	
Timings:	Booking – Prep start time:                      Event start time:
<b>Note; Must include any set up/prep/break down time.</b>	Arrival of attendees/guests:
	Event end time:    Booking clearance time
1. Layout: Boardroom / Theatre / Other <i>(please state)</i>	
2. Equipment required: PA, Screen, Projector, TV, Flipchart, Guest Wi-Fi <i>Please circle all items required</i>	
3. Will you be using external caterers <i>(If so, name and Tel No of caterer)</i>	
4. Do you intend to have a drinks reception? <i>If "yes", please detail ideal location, and timings required.</i>	

5. Do you require the bar? (If so name and Tel No of Licensee)	Yes	No	<i>Please circle to indicate</i>
6. Are there any special requirements concerning your booking?	Yes	No	<i>Please circle to indicate</i>

(Please provide full details on a separate sheet)

<b>Location</b>	<b>Weekdays Friday night after 5.00pm is</b>	<b>Weekends charged at weekend rate.</b>
<b>Assembly Room</b> (minimum hire two hours) Capacity theatre style <b>(200) Maximum</b> Tables and chairs <b>(150) Maximum</b> Buffet/tables/chairs/dance area <b>(140)</b> <b>Maximum</b> Daytime 7am - 7pm per hour Evenings per hour <b>(7pm onwards)</b>	Price on Application	Price on Application
<b>Capesthorne Room</b> (minimum hire two hours) Capacity theatre style <b>(60) Maximum</b> Daytime 7am - 7pm per hour Evenings per hour <b>(7pm onwards)</b>	Price on Application	Price on Application
<b>Council Chamber</b> (minimum hire two hours) Capacity theatre style <b>(60) Maximum</b> Tables and chairs <b>(56) Maximum</b> Daytime 7am - 7pm per hour Evenings per hour <b>(7pm onwards)</b>	Price on Application	Price on Application
<b>Silk Room</b> (minimum hire two hours) Capacity theatre style <b>(50) Maximum</b> Tables and chairs <b>(20) Maximum</b> Daytime 7am - 7pm per hour Evenings per hour <b>(7pm onwards)</b>	Price on Application	Price on Application
Use of kitchen with room hire	Price on Application	Price on Application
<b>** Additional Hire Charges:</b> Bookings which overrun will incur additional costs at the appropriate room hire rate above.  <b>Event start/finish times must include any set up/ prep/clear down time required.</b>		

**Note:** The figures stated above are for the **maximum** number of persons permitted within each room for a single event. These figures **must not** be exceeded. When calculating the number of persons, consideration should also be given to the number of staff required during the event and attending performers etc.

Dependent on the event, organisers will be required to provide proof of ticket receipts prior to the event. If the number of people is found to exceed the permitted and pre-agreed figure on the day of the event, Council management / duty officer will reserve the right to refuse access on the grounds of personal safety.

**Note: Any amendments to requested layouts require a minimum of 48 hours notice.**  
 A Support Officer will be on duty during evening events; however, it is the responsibility of the organisers to provide their own stewards, who must be over 18yrs of age. They should be easily identifiable, keep all exits clear, and be aware of the needs of any people with disabilities as this is not part of the Support Officers duties. The person/s acting as stewards should report to the Support Officer on duty prior to the event commencing and should follow their instructions as required.

**Full Payment required at least one calendar month before event date. Should payment not be received at this time your booking will be cancelled with the loss of any deposit paid.**

**Bookings with less than one calendar month to event date, require payment in full at time of booking**

**\*\* Any additional charges (i.e. overrun of event times booked) will be invoiced separately after the event and are payable within 7 days from receipt of invoice.**

# Liability

- (a) I agree to indemnify the Council against all losses and claims for injuries or damage to any person what so ever which may arise out of, or in consequence of my/our use of the facility, excepting injuries or damage to persons or property resulting from any act or neglect done or committed during the hire by the Council and/or its servants.
- (b) To accord with all the provisions of the licensing Act and Local Police Regulations which are in force within the district? **Please note: All music and the sale of alcohol must cease, half an hour prior to your indicated event end time.**
- (c) To the charges and conditions of letting, and undertake to pay any monies due as soon as I have received the appropriate account from Cheshire East Council.
- (d) It is the responsibility of the hirer to ensure that any portable electrical equipment used by the hirer is tested to the required standard in accordance with relevant H&S Legislation.
- (e) The hirer will undertake a suitable and sufficient risk assessment for the activity and **provide a copy to the venue prior to commencement of the letting.** The uses of candles, naked flames, pyrotechnics, or smoke machines are not permitted.
- (f) To accord with the requirements of the Regulatory Reform (Fire Safety) Order 2005 in respect of the maximum number of persons within a room. I agree to abide by the decisions and instructions given by Council management / duty officer (either before or during the event) in respect of fire safety, with regards to the required layout of the room (i.e. table layout, stage requirements etc.), equipment required or to be brought in (i.e. free-standing sound and lighting equipment etc.).  
**Please note that the amount and location of equipment will impact on the maximum number of people permitted within the room.**
- (h) I agree to ensure that the figures for the maximum number of persons permitted within the room(s) for which this letting applies and as indicated on this form, **shall not** be exceeded.

## Insurance

Please complete **one** of the following statements and **delete the other**:

- (a) I will arrange Public Liability insurance cover up to **£5,000,000** for my booking and will produce an insurance cover note prior to commencement of the letting.      Y  N
- (b) I accept the Council's insurance cover and the additional fee of 10% of the hire charge based on the standard scale of charges overleaf. Rebated or free use will not be taken into account in the calculation of the insurance fee.      Y  N

**Note:** The hirer is responsible for an excess of £100 in the event of a claim for damage to property or building.

Date.....

Signed.....

On Behalf.....

**Deposit:** - A booking will only be confirmed upon payment of a **25% non - refundable deposit**

**This form must be completed in full and returned to:**

Property Helpdesk  
Delamere House,  
C/o Municipal Building  
Earle Street,  
Crewe,  
CW1 2BJ

or by e-mail to: [property@cheshireeast.gov.uk](mailto:property@cheshireeast.gov.uk)

If paying by cheque please make payable to  
Cheshire East Council and crossed A/C Payee only

**\*Booking details and receipt of payment will be confirmed by e-mail to the address provided  
A cancellation fee is applicable if the booking is cancelled less than 7 days before the event date.**

**The Town Hall is a Grade II Listed Building;**

**Therefore it is prohibited to attach any temporary signs/posters etc. to any of the walls/doors/pillars  
inside or outside of the building.**

**Thank you**

