



Wedding Reception Hire Agreement

NAME		
ADDRESS		INVOICE ADDRESS (IF DIFFERENT)
TELEPHONE NO (DAY)		TELEPHONE NO (EVE)
EMAIL		Are you happy to receive invoices by email: YES NO

HIRE CHARGES

Exclusive Hire of Entire Venue		LOCAL CHARGE *	STANDARD RATE
Monday to Friday	9:00am to midnight	£536.00	£605.00
Saturday or Sunday	9:00am to midnight	£674.00	£737.00
After Midnight (per Hour)		£36.50	£42.80
Monday to Friday	9:00am to 5.30pm	£428.00	£517.00
Saturday or Sunday	9:00am to 5.30pm	£498.00	£567.00
Reservation of Main Hall the Evening Before to Set Up		LOCAL CHARGE	STANDARD RATE
Monday to Thursday	6:00pm to midnight	£70.50	£84.40
Friday, Saturday, Sunday	6:00pm to midnight	£76.90	£92.00
Reservation of Main Hall the Morning After to Clear Up		LOCAL CHARGE	STANDARD RATE
Monday to Friday	9:00am to 1.00pm	£50.40	£59.20
Saturday or Sunday	9:00am to 1.00pm	£64.30	£75.60

* The local rate applies to hirers within the PL15 postcode area
Please leave the rooms in the condition they were found.
A penalty charge of £30 per hour will be applied for cleaning after an event.

DATE/S REQUIRED

HIRE TIMES

Please note that the hire times need to be an accurate reflection of your actual arrival and departure times. The venue will be unlocked at the start of the hire and our Steward will return at the end to lock up. You must ensure that the building is never left unattended.

Exclusive Use of Town Hall Venue Includes the following:

Main Hall: Max Capacities: Dining 180; Standing 450.

Guildhall: Max Capacities: Seated 50; Standing 100.

Otho Peter Suite: Standing 80.

Dunheved Bar and Kitchen

Tables, chairs and basic set up of rooms as requested on your booking form, WI-FI, access to 4.2m x 8m stage (108cm high), backstage changing room, coat rail & hangers, basic audio package (microphone plus CD & USB media playback via the integral PA system), access to kitchen equipment (separate list available on request) crockery, cutlery and glassware.

FACILITIES REQUIRED (NO ADDITIONAL CHARGES)

Stage		Champagne Flutes	How Many?	Table Settings	How Many?	Basic Audio	
Backstage Changing Room		Wine Glasses	How Many?	Cutlery Sets	How Many?	Handheld Microphone	
Coat Rail and Hangers		Tumblers	How Many?	Tables: 5' Round	How Many?	Chairs	How Many?
Flipchart Stand		Cups and Saucers	How Many?	Tables: 6' x 2'5" Trestle	How Many?	Highchairs – 2 available	

FACILITIES REQUIRED (ADDITIONAL CHARGES APPLY)

Main Hall Projector & Screen £31.50	Portable Projector & Screen £12.60	Table Cloths £12.00 per cloth	How Many?	Scene Setter Lighting* £38.40/£63.60	
Complete Lighting System** £63.60 / £100.80	Complete Audio System** £69.60 / £100.80	Lighting or Sound Engineer POA		Main Hall Fairy Light Canopy**	

* **Scene Setter Lighting:** A range of lighting settings operated by a handheld tablet device. Includes a choice of stage washes (including warm, white and coloured washes), coloured wall washes and dance/party lights.

** **Complete Lighting & Audio Systems / Lighting & Sound Engineers:** A full list of the Audio & Lighting Specifications is available on request. Additional equipment can be patched into the house rig if required. Hirers can use their own lighting or sound technicians. T & C's apply.

*** Cost of installation and use of Main Hall Fairy Light Canopy - £120.00. Use of Fairy Light Canopy (when already in situ) - £19.20

HOW WOULD YOU LIKE THE ROOMS LAID OUT?

(please attach separate sheet if necessary)

OTHER INFORMATION

If you are using any of the following please list contact details:

BAR PROVIDER

CATERER

DJ / BAND

DOOR SUPERVISION

All evening wedding receptions require the hirer to arrange for suitably qualified door staff (Please see item (8) in 'Wedding Conditions of Hire)

A minimum of two door staff are required from at least 9.00pm until all guests have left the hall and must be SIA registered.

If professional door supervisors are not employed the event will be cancelled without compensation to the hirer.

Please provide details below:

NAME

EMAIL

ADDRESS

TEL

ORGANISATION

MARRIAGE CEREMONY

Bookings for Civil Ceremonies must be made directly with Cornwall Registration Service. Please contact the Registration Officer on 0300 1234 181. The cost of Civil Ceremonies will be payable to the Registration Service.

If you have booked your marriage ceremony in this venue please state the time of the ceremony and the names of the wedding couple.

TIME

NAMES

ALCOHOL

Will alcohol be served at your event? If 'yes' please request a copy of 'Operating a Bar at Launceston Town Hall'

YES

NO

RESPONSIBLE PERSON

The name and contact details of a responsible person is required.

This person must be present throughout the event, take responsibility for the care of the building for the duration of the hire and oversee the welfare of guests.

NAME

EMAIL

ADDRESS

TEL

SIGNATURE

DEPOSIT AND PAYMENT

25% of total fee due is required before a reservation is confirmed. Prior to receipt of the deposit reservations are provisionally agreed but could be re-let if the completed application form and deposit are not returned by the due date. Full payment is to be made 6 weeks prior to event.

Application is made for use of Launceston Town Hall. I confirm that I have received and read a copy of the Conditions of Hire.

I will be responsible for all Conditions of Hire and for paying the hire charge and any charges relating to damages or breakages. I am over 18 years of age

SIGNATURE

DATE

We are GDPR compliant. Please view our general privacy notice on our website www.launceston-tc.gov.uk or request a paper copy.

By returning this hire agreement you give your consent for us to hold your data for the purposes of invoicing and communication relating to this hire only.