

# Sawbridgeworth Town Council Chamber Booking Form



Sayesbury Manor, Bell Street, Sawbridgeworth, Hertfordshire CM21 9AN  
Tel: 01279 724537 [lisa.dale@sawbridgeworth-tc.gov.uk](mailto:lisa.dale@sawbridgeworth-tc.gov.uk)

<b>Date of Booking</b>					
<b>Organisation Name</b>					
<b>Contact Name</b>					
<b>Contact Telephone Number(s)</b>					
<b>Address</b>					
<b>Number of Tables?</b>		<b>Number of Chairs?</b>		<b>Total Number of people attending (estimated)</b>	
<b>AV Equipment required? Yes / No</b>					
Setting up instructions. i.e. theatre style, layout drawing required etc.					

**Catering:** We are able to supply Tea / Coffee & Biscuits @ £1 per head if required. Please discuss availability and options at time of booking.

## Scale of charges for Chamber

Capacity – Reception/Theatre/Dining	60/60/40
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### Private Hire: (Sawbridgeworth clubs, societies and associations)

	Min Charge, includes first two hours	Each subsequent hour
Monday to Friday 09:00 to 17:00	£40	£10
Monday to Friday after 17:00	£50	£10
Weekend & Bank Holidays	£50	£10

### Corporate Hire: (Business organisations and non-Sawbridgeworth hirers)

	Min Charge, includes first two hours	Each subsequent hour
Monday to Friday 09:00 to 17:00	£60	£15
Monday to Friday after 17:00	£75	£15
Weekend & Bank Holidays	£75	£15

Includes: use of basic facilities: The chamber, tables and chairs,

Use of AV set up: letting rate is at a 25% premium

Terms: 100% payment at time of booking

Use in conjunction with Hailey Centre by separate negotiation

### I Agree:

- That I have read the terms and condition of hire issued to me by Sawbridgeworth Town Council . To abide by the said terms and conditions. I understand that any breach of the said terms could jeopardise the future use of the premises by myself or any associated group or organisation.
- At the time of the booking I am over the age of 21 and accept full responsibility for the condition of the premises, fixtures and fittings for the duration of the hire.
- Failure to vacate the premises at the agreed time will result in the hirer being charged an excess fee at the minimum hourly hire rate.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Booking approved: \_\_\_\_\_ Town Clerk Date \_\_\_\_/\_\_\_\_/\_\_\_\_