



THE MARKET HOUSE

BOOKING APPLICATION FORM

THE MARKET HOUSE
CASTLE CARY



The Historic Heart of Castle Cary

Please fill in ALL SECTIONS of the form below and return it
by post to The Market House, Market Place, BA7 7AH,
OR by email to markethouse.bookings@castle-cary.co.uk

OR in person (weekdays & Saturdays 9.30am to 12 noon) to the Information Desk at the Market House
Revised March 2018

<p>Name of person taking responsibility for the booking ("The Hirer"):</p> <p>(This is the only person from whom we will accept amendments to the booking)</p> <p>Contact address:</p> <p>Post code:</p> <p>Telephone:</p> <p>Email:</p>	<p>Date(s) required:</p> <p><i>(If a run of dates required please state first and last date and indicate any breaks in the series.)</i></p> <p>Times (including setting up and clearing up)</p> <p>From: To:</p> <p>Actual start and end time of event itself:</p> <p>Start: End:</p> <p>Nature of event: (eg children's party, lecture, concert, workshop)</p>
<p>Name of person who will be at the event and taking responsibility (if different from above)</p>	<p>Title and brief details of event:</p> <p>Larger and more complex events (including wakes) may incur additional costs. Please see Charges information sheet</p>
<p>Organisation/company making booking:</p> <p>Is it not for profit? YES/NO</p>	<p>Number of people expected to attend:</p>
<p>Address for invoice if different from above</p>	<p>Do you require furniture to be set out? YES/NO</p> <p>Do you require furniture to be put away? YES/NO</p> <p><i>If "yes" to either there will be an extra cost.</i></p>
<p>Will you also use: <i>(Please tick those which apply – there is an additional charge for these facilities.)</i></p> <p><input type="checkbox"/> The Undercroft <input type="checkbox"/> The Cobbles <input type="checkbox"/> The Lobby <input type="checkbox"/> Digital projector and screen.</p> <p><i>(Note: We will send you additional information about these facilities. You need to bring your own laptop. We advise you to try out our equipment in advance of your booking. Please ring 01963 351763 to arrange a time to do this.)</i></p>	
<p>Will you be serving alcohol at your event? YES/NO</p> <p>If yes, please discuss with us whether you will need to use our alcohol licence. <i>There is an additional charge for the use of our licence.</i></p>	
<p>Costs. <i>Please see schedule of charges to work out your probable charge. We will confirm the charge to you with your bookings confirmation.</i></p>	

PLEASE FORWARD PUBLICITY MATERIAL TO Tourism@castle-cary.co.uk OR DROP IT INTO THE MARKET HOUSE SO THAT WE CAN PROMOTE YOUR EVENT & PUT IT ON OUR WEBSITE

For further information about this form and how to fill it in please ring the Town Council Community Information desk on 01963 351763

OFFICE USE ONLY

Has the calendar entry been checked? By whom? (initial) Date done:



The Shambles at the Market House

HIRE CHARGES – to take effect from 1st April 2018

CHARGES FOR HIRING THE SHAMBLES, UNDERCROFT AND COBBLES

Please note:

- All charges include VAT
- Minimum 2 hour booking period applies throughout
- Please enquire for special rates for large or complex bookings, or at low usage times
- Bookings that require additional support, for example wakes, may incur an additional charge of £20 per hour, which will be detailed on your invoice.

Charges	Hourly Rate
A. Community Rate	
Local individuals booking for a private, non-profit event living within the Parish of Castle Cary or Ansford. Local community groups and local groups representing national charities	
The Shambles	£9.60 (VAT included at £1.60)
The Undercroft	£4.80 (VAT included at £0.80)
B. Small Businesses and non-local hirers	
Non-local individuals booking for a private, non-profit event. All small businesses (those with 10 or fewer employees– micro SMEs) Non-local community groups; national charity events not hosted by local groups	
The Shambles	£13.20 (VAT included at £2.20)
The Undercroft	£7.20 (VAT included at £1.20)
C. Larger Businesses	
Please enquire on 01963 351763 or markethouse.bookings@castle-cary.co.uk	
D. Coffee mornings	
Run by local community groups to raise funds for their organisations. The Undercroft is given free of charge and the Shambles is subject to the above charges.	
E. Other Bookings	
For exhibitions or large-scale community events, please get in contact for further details	
Additional Charges	
Alcohol licence: £10 You will need a licence to sell alcohol even if you are not taking money directly for it, but including it in the price of a ticket, or “pooling” money from your guests to pay for it. For private parties where the alcohol is given away by the hosts, or brought in by the guests, a licence is not needed, but still please tick to say you are serving alcohol, as it is our responsibility to make sure you do so in a legal and wise way. You will receive further details with your booking confirmation form.	
Use of Lobby for refreshment serving or other preparation: £10	

FREE OF CHARGE WITH SHAMBLES LETTINGS: Use of the refreshment bar, hearing loop, wi-fi and projector

For further information please contact markethouse.bookings@castle-cary.co.uk