

NEW ORFORD TOWN TRUST, REGISTERED CHARITY 1053729  
The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ  
Tel: 01394 459172, [orfordtrust@outlook.com](mailto:orfordtrust@outlook.com)

**BOOKING FORM FOR ORFORD TOWN HALL, RESIDENTS**

Hirer's name .....

Hirer's address .....

.....

Telephone no .....

Date of hire .....

Purpose of hire .....

If children will be attending, a responsible adult must be named: .....

Facilities required (please circle appropriate boxes)

Session	Morning	Afternoon	Evening	Sub-total
Main Hall	£40	£40	£80	£
New Room	£30	£30	£30	£
Kitchen (full use)	£15	£15	£15	£
Kitchen (drinks only)	£10	£10	£10	£
GRAND TOTAL				£

**Please note** that when **heating** is used by hirers, electricity will be charged to the hirer at cost, and you will be invoiced for this. You may be asked to take meter readings at the beginning and end of your booking.

The total charge for the hire is payable in advance. BACS payments should be made to the following account: New Orford Town Trust, sort code: 60-83-01, account Number: 20383273. Please use your name as a reference and let us know when payment has been made. Alternatively, payment may be made by cheque, payable to New Orford Town Trust and sent to the address above.

At what time do you wish your booking to start? .....

At what time do you wish your booking to end? .....

Is alcohol to be served? (delete as applicable) YES / NO

If you are charging for alcohol (via a pay bar or if a drink is included in the price of the event) then a licence (Temporary Event Notice) from East Suffolk Council will probably be required.

For some events a £200 deposit may be required against damage, breakages or additional cleaning costs incurred by the hirer. This will be returned if there are no such costs incurred. Cancellations made less than seven days before the event will incur a 25% cancellation charge.

I confirm that I have read and agree to abide by the Town Hall booking conditions dated 2017, of which I have a copy.

Signed: ..... Date .....

Print: .....