



## Room Booking Enquiry Form

Name of Organisation/ Individual

Person Responsible

Address for Invoice

Phone

Email

Event

Date(s) and Time(s) Required

Please note that the time you have booked is the entire time allocated to you. If your session runs from 1pm-2pm, but you require fifteen minutes before and after the session to set up and pack away, your booking form must state that you require the room from 12.45pm-2.15pm. Victoria Hall has a very busy programme of room hires and events, and in the interests of fairness, any hirer turning up before their booked time will be asked to wait until their room is available and ready for them.

### Rooms Required

*Induction Loop Service is available for hearing-aid wearers. There is a lift to the 1st Floor Rooms.*

#### Meeting rooms

Scaleber (downstairs, seats 25)

Castleberg (upstairs, seats 30)

Attermire (upstairs, seats 10)

#### The Main Hall

Body of Main Hall (seats up to 166)

Balcony (fixed seating for 68)

Stage

#### Kitchen

Facilities for making tea/coffee/cold food

Use of Oven

Use of cutlery/ crockery

#### Refreshment Gardens

Exclusive hire

Gazebo Hire (please give numbers)

Cafe/ Bar

#### Furniture- please give numbers

Long tables (max 25)

Small square tables (max 12)

Removable chairs



## **Catering**

Teas and Coffees (please provide numbers)

Buffet-style catering (please provide numbers)

Licensed Bar

Own caterers (please provide contact details)

*Please note, due to licensing requirements, any alcohol brought onto or consumed on the premises must be provided by the Settle Victoria Hall bar.*

Relevant dietary Requirements

Other catering can be arranged as required, or we can recommend local catering providers.

## **Audio-visual Equipment**

Stage lighting and high-quality sound and projection equipment are available. Use of any Victoria Hall AV equipment, or the plugging-in of any electrical equipment of your own, must be discussed and agreed beforehand with Victoria Hall staff. There is a £200 deposit payable for any use of the stage lighting.

Attempting to use or adjust any Victoria Hall audio-visual equipment, including all on-stage and lighting booth equipment, without explicit permission to do so will result in the cancellation of your booking, and you may be liable for a technician's fee to reset any adjusted or damaged equipment.

Recorded Music (House speakers)

Live Music/ band

Cinema

Projector Screen

## **Other Information/ Requests/ Comments**

### **Agreed Fee per Session**

### **Undertaking by Hirer**

I have read and understood all of the above, and undertake that I/my organisation will abide by Settle Victoria's terms of hire, as provided to me. I confirm that all of my requirements for booking are provided on this form, and any further requirements or changes to the above must be given to Victoria Hall within reasonable time, and may incur further charges or deposits.

**Signed**

**Date**

**Name (capitals)**

**Please note: in the unlikely event of Victoria Hall having to cancel or reschedule a room booking, we will make every effort to find a mutually agreed and convenient alternative date or venue for your event. Please be aware, however, that this may not always be possible. Your booking is not confirmed until confirmed in writing by Settle Victoria Hall on receipt of this form.**