

E.T.FOAKES MEMORIAL HALL CHARITY TRUST

Trustee: **Great Dunmow Town Council**

COLIN SIMMONS
Hall Caretaker

Tel: 01371 872406
Work Mobile - 07513 620340
Email: info@greatdunmow-tc.gov.uk



FOAKES HOUSE
47 STORTFORD ROAD
GREAT DUNMOW
ESSEX
CM6 1DG

In Order to help us to help you, please give as much information as possible.

1. Type of function e.g. wedding reception, party, disco, christening, meeting, exhibition, seminar or conference?
2. Which rooms do you require access to –
Main Hall -
Talberd Room -
Downs Room -
Whole Building -
3. How many people do you expect to attend?
4. Are there any disabled parking requirements?
5. Will access to the kitchen be required?
6. Will you be providing any catering? buffet or sit-down meal?
7. Please specify the details of the catering company being used –
8. Please indicate if you will require use of a TV/Screen/Overhead Projector –
9. will access to the venues free wi-fi be required?
10. Which tables will you require - 6ft x 2ft Oblong, 6ft Round or 5ft Round?

11. If you are using the tables, please indicate below or on a separate sheet how you would like them to be set out? –
12. Will you require tablecloths supplied available at an additional cost?
If so, please specify if you require round linen or round disposable?
13. Please indicate how many chairs you require -
14. Is access to the stage required?
15. Is access to the scenery store required?
16. Do you require access to the sound system?
17. Will you require a handheld microphone or lapel microphone?
18. Will you require use of the hearing loop?
19. Will you require use of the stage lighting? If yes, please liase with the Caretaker.
20. Will you require access to the Projection room for filming purposes?
21. Will you require use of the unstocked bar area?
22. Do you or your responsible person running the bar hold a Personal Licence? if not a Temporary Event Notice (TEN) will need to be applied for from Uttlesford District Council via the following link - <https://www.uttlesford.gov.uk/article/5520/Apply-for-a-Temporary-Events-Notice>

A copy of the TEN will need to be given to the office at least seven days prior to the event as it will need to be displayed in the bar area on the day of the event.

23. Will you be using the beer pumps? **If so, please be advised we do not supply gas. It is the responsibility of the hirer to provide their own.**
24. All functions must finish by 11.30pm unless you have requested an extension to midnight. Please ensure that you allow time for setting up and clearing away within your allocated booking times. Please ensure the hall is left in the same condition that it was in when it was handed over.

Any other information you feel we should know regarding your function –

25. Please tick the box below to confirm that you have read and will adhere to the supplied 'Conditions of Hire for the E.T. Foakes Memorial Hall'.

☐

Please return this form to the address above or via email to bookings@greatdunmow-tc.gov.uk at least two weeks prior to your booking.

Name -

Signature -

Date -

Contact Telephone Number -

Date of Event -

Personal Information

All personal data held, is processed in accordance with data protection law. We will not share your information with any third parties. The information provided will be used solely for your individual booking and will be destroyed immediately after.