Thank you for your interest in hiring Shoreditch Town Hall. Please fill in this Booking Request form with as much information as possible. In order for us to provide a quote please ensure all fields marked with an \* are filled in. Should you have any questions please feel free to call our events team on 020 7739 6176. Please note. A booking request does not constitute confirmation of booking.

Once completed please e-mail the form to [**info@shoreditchtownhall.com**](mailto:info@shoreditchtownhall.com), or post to **Shoreditch Town Hall, 380 Old Street, London, EC1V 9LT**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CONTACT DETAILS** | | | | | | |
| Name: |  | | | | | |
| Company / Organisation: |  | Registered Charity Number: (if applicable) | | | |  |
| Address: |  | | | | | |
|  | | | | | |
|  | | | Postcode: |  | |
| Telephone (Day): |  | | | Mobile: |  | |
| E-mail Address: |  | | | | | |
| Website: |  | | | | | |
| Are you booking on behalf of someone else? (e.g. a client): | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |
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| **EVENT DETAILS** | | | | | | | | | |
| Event Name: | | |  | | | | | | |
| \*Type of Event:  (e.g. conference, meeting, reception) | | |  | | | | | | |
| \*Event Information: | | |  | | | | | | |
| Approximate numbers attending: | | |  | | | | | | |
| \*Preferred Date(s): | | |  | Alternative Date(s): | | |  | | |
|  |  | | |
|  |  | | |
| Hire Times (Must include all estimated setup and clear down time) | | | | | | | | | |
| \*Start Time: | | |  | \*Finish Time: | | |  | | |
| \*Event Start Time: | | |  | \*Event Finish Time: | | |  | | |
| Budget: | | |  | | | | | | |
| \*Room(s) required: | | | | | | | | | |
| Assembly Hall  Council Chamber  Large Committee Room  Small Committee Room | | |  | Old Servery  Mayor’s Parlour  Medium Committee Room  Basement | | | | |  |
| Who will be attending? | | | Invited Guests |  | | | | General Public |  |
| Will the event be ticketed? | | | Yes |  | | | | No |  |
| If ‘Yes’, how will the tickets be sold? | | |  | | | | | | |
| Will there be an admission charge? | | | Yes |  | | | | No |  |
| Are you planning to do any of the following? | | | | | | | | | |
| Provide food | | |  | Details: |  | | | | |
| Provide free alcohol to invited guests | | |  | Details: |  | | | | |
| Sell alcohol | | |  | Details: |  | | | | |
| Provide live or recorded music | | |  | Details: |  | | | | |
| Amplified or acoustic music? | |  | | Dancing | |  | | Details: | |
| Show a Film |  | Details: | | Live Entertainment | |  | | Details: | |
| Run a Raffle/Auction |  | Details: | | Sporting Activity | |  | | Details: | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Extras** | | | | | | | |
| Will you require the use of chairs? | Yes |  | | No | |  | |
| If ‘Yes’, how many chairs will you require? | |  | | | | | |
| Will you require the use of tables? | Yes |  | | No | |  | |
| If ‘Yes’, how many tables will you require? | |  | | | | | |
| What is your preferred set-up? (ie. cabaret, theatre-style, reception, etc.) | |  | | | | | |
| Shoreditch Town Hall are able to provide a bar service for events. Would you like further information regarding this service? | | | | | | | |
| Yes |  | | No | |  |
| In-house production can also be provided, including lighting and sound systems, blackout, and exclusive wifi plans. Would you like further information regarding this service? | | | | | | | |
| Yes |  | | No | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROVISIONAL BOOKING** | | | | |
| Would you like to make a provisional booking? | Yes |  | No |  |

|  |  |
| --- | --- |
| **MARKETING** | |
| Please tick this box if you would like to be kept informed via email about events at Shoreditch Town Hall |  |

**Please Note:**  While we try and respond to all enquiries within 7 working days, we regret that due to the high number of booking requests that we receive, we are not able to follow up on every enquiry made to the Trust with a formal quote for hire.  We reserve the right to prioritise quotations by the date, size and complexity of the event during busy periods.

No booking is secure and no agreement will exist between the Trust and any Third Party until a contract and full terms and conditions are signed by both parties and all hire fees and other charges due in connection with an event are paid in full.  Any enquiry, discussion or correspondence regarding a booking should not be taken to assume confirmation of an agreement.

The Trust reserves the right, pre and post-contract, to vary or cancel hires without becoming liable for any loss, damage or inconvenience suffered by the Hirer or any other person as a consequence of the cancellation or variance.  **Cancellations are rare but occasionally necessary.**

*Thank you for submitting an event booking request form – please allow 7 working days for the form to be reviewed.*