

## Desborough Suite Booking Form

Date	Day	Type of Booking i.e. performance / rehearsal / dinner dance / reception / function	Start Time	Finish Time

<b>Hirer's Name</b>			
<b>Address</b>			
		<b>Post Code</b>	
<b>Tel/Mobile</b>			
<b>Email Address</b>			

<b>Name of Organisation</b>			
<b>Name of Production</b>			
<b>Reg Charity No</b>		<b>No of People</b>	

Layout Required (Please v)			
<b>Boardroom</b>		<b>Reception</b>	
<b>U Shape</b>		<b>Auditorium (Tiered Seating 220)</b>	
<b>Theatre</b>		<b>Orchestra Pit</b>	
<b>Extra Seating (62) - Only available if orchestra pit not required</b>			

Room(s) required	Please circle	
Desborough Theatre/Auditorium	YES	NO
Desborough Suite 1	YES	NO
Desborough Suite 2/3	YES	NO
Desborough Suite 4 Bar (subject to availability) – RBWM to provide bar (If YES someone will contact you to discuss your requirements)	YES	NO
Providing your own alcoholic refreshments? If so, please note a corkage charge of £200.00 will be added to your invoice	YES	NO
Use of the kitchen for making soft drinks and teas and coffees	YES	NO
Full use of kitchen? A charge of £200.00 will be added to your invoice	YES	NO

<b>Do you want RBWM to provide compulsory Public Liability Insurance (PLI) at 10.4% of the room hire charge? If yes, this will be added to your invoice. If no, please provide a copy of your PLI certificate for our records</b>	<b>YES</b>	<b>NO</b>
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Commercial Charges from 1/4/19	Morning	Afternoon	Evening	All Day
	8am - 1pm	1pm - 6.30pm	6.30pm - 11.30pm	8am - 11.30pm
Desborough Suite	£1166.00	£1166.00	£1559.00	£2834.00
Auditorium	£845.00	£845.00	£1097.00	£1920.00
Receptions/Dinner Dance	£468.00	£468.00	£1166.00	£1757.00
Meeting Rooms per hour/per room	£107.00	£107.00	£134.00	£107.00
Additional time per hour, or part of, after 11.30pm - £440.00				

Non Commercial Charges from 1/4/19	Morning	Afternoon	Evening	All Day
Dance Schools/Theatre Groups/Borough Based Registered Charities Only				
	8am - 1pm	1pm - 6.30pm	6.30pm - 11.30pm	8am - 11.30pm
Rehearsal/Set up (Mon - Fri)	£80.00	£80.00	£140.00	£231.00
Rehearsal/Set up (Saturday)	£113.00	£113.00	£177.00	£247.00
Rehearsal/Set up (Sunday)	£113.00	£113.00	£193.00	£333.00
Performance/Function	£178.00	£178.00	£242.00	£549.00
Additional time per hour, or part of, after 11.30pm - £129.00				

(When only the auditorium is required (i.e. for rehearsals), the council has the right to let any other part of the Suite. The council reserves the right to alter sessional periods at any time without prior warning or notification to the hirer.)

100% of invoice must be paid upon receipt if the value is below £200.00. 50% deposit will be invoiced for values over £200.00. The balance invoice will be issued at least one month before the event.

No VAT is payable on theatre hire or public liability insurance.

#### Media Coverage (Please answer as appropriate)

- 1) Would you like your event advertised on the Desborough Theatre website at [www.desboroughtheatre.co.uk/](http://www.desboroughtheatre.co.uk/)? **YES/NO**
- 2) Would like any posters displayed advertising your event? **YES/NO**  
(Note: These need to be delivered to the Town Hall for the attention of Dean Graham/Danny O'Leary one month before the event.)
- 3) Would you like regular Facebook and twitter posts created to publicise the event on our sites - Facebook.com/desboroughtheatre - twitter@desborotheatre? **YES/NO**

If you would like to take advantage of any of the above, please email [desboroughtheatremedia@gmail.com](mailto:desboroughtheatremedia@gmail.com) to receive details of what is needed from you.

We would also like to promote our users of the Desborough Theatre on the website <http://www.desboroughtheatre.co.uk/> so again if you have any branding or anything we could use, please email [desboroughtheatremedia@gmail.com](mailto:desboroughtheatremedia@gmail.com) **YES PLEASE/NO THANKS**

It is emphasised that the name of the hall or room should be quoted on all tickets/advertising material.

Royal Borough of Windsor & Maidenhead  
Town Hall, St. Ives Road, Maidenhead, SL6 1RF  
[www.rbwm.gov.uk](http://www.rbwm.gov.uk) T: 01628 683800

 @rbwm  search: rbwm

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<b>Additional Requirements</b>

**I have read the Terms & Conditions of Hire of Facilities and I agree to abide by them.**

<b>Hirer's Signature</b>	
<b>Print Name</b>	
<b>Dated</b>	

**RBWM is a Data Controller under the Data Protection Act 2018 ("the Act"). This statement confirms RBWM's commitment to protect your privacy and to process your personal information in the manner which meets the requirements of the Act.**

<b>Signed on behalf of RBWM</b>	
<b>Print Name</b>	
<b>Date of Application</b>	

**Parking information**

**Use this link for information on parking in Maidenhead:**  
[https://www3.rbwm.gov.uk/directory/25/car\\_parks\\_and\\_park\\_and\\_ride/category/207/categoryInfo/3](https://www3.rbwm.gov.uk/directory/25/car_parks_and_park_and_ride/category/207/categoryInfo/3)

**Data Protection and Privacy Notices**

The personal details supplied on this form will be held by the Royal Borough of Windsor and Maidenhead and processed in accordance with the Data Protection Act (DPA) <https://www3.rbwm.gov.uk/dataprotection> and privacy notices <https://www3.rbwm.gov.uk/privacy>.