

# The Shambles at the Market House, Castle Cary

## BOOKING APPLICATION FORM

*Please fill in ALL SECTIONS of the form below and return it  
by post to The Market House, Market Place, BA7 7AH,  
OR by email to [ccmarkethousebookings@gmail.com](mailto:ccmarkethousebookings@gmail.com)*

*OR in person (weekdays & Saturdays 9.30am to 12 noon) to the Information Desk at the Market House*  
Revised February 2015 MHMG

Name of person taking responsibility for the booking ("The Hirer"):  Contact address:  Post code:  Telephone:  Email:	<b>Date(s) required:</b> <i>(If a run of dates required please state first and last date, and indicate any breaks in the series.)</i>  <b>Times</b> (including setting up and clearing up) From:                      To:  <b>Actual start and end time</b> of event itself: Start:                      End:  Nature of event: (eg children's party, lecture, concert, workshop)
Name of person who will be at the event and taking responsibility (if different from above)	Title and brief details of event for publicity purposes (if relevant):
Organisation/company making booking:	Number of people expected to attend:
Is it not for profit? YES/NO	Address for invoice if different from above.
Will you also use: <i>(Please tick those which apply – there is an additional charge for these facilities.)</i> <input type="checkbox"/> The Undercroft <input type="checkbox"/> The Lobby (except just for access) <input type="checkbox"/> Green room facilities <input type="checkbox"/> Digital projector and screen. <i>(Note: We will send you additional information about these facilities. You need to bring your own laptop. We advise you to try out our equipment in advance of your booking. Please ring 01963 351763 to arrange a time to do this.)</i>	Do you require furniture to be set out?    YES/NO  Do you require furniture to be put away?    YES/NO  <i>If "yes" to either there will be an extra cost.</i>
Will you be serving alcohol at your event? YES/NO    Do you need to use our Alcohol Licence? YES/NO <i>Note: Please see attached notes about serving of alcohol. There is an additional charge for a licence</i>	<b>Costs.</b> <i>Please see schedule of charges to work out your probable charge. We will confirm the charge to you with your bookings confirmation.</i>

**PLEASE FORWARD PUBLICITY MATERIAL TO [Tourism@castle-cary.co.uk](mailto:Tourism@castle-cary.co.uk) OR DROP IT INTO THE MARKET HOUSE SO THAT WE CAN PROMOTE YOUR EVENT & PUT IT ON OUR WEBSITE**

*For further information about this form and how to fill it in  
please ring the Town Council Community Information desk on 01963 351763*

### OFFICE USE ONLY

Has the calendar entry been checked?                      By whom? (initial)                      Date done: