

Hello,

Thank you for your enquiry about holding a music event at The Town Hall.

**We currently have a standard agreement for such events:**

We arrange a 6 hour booking to allow time for musicians to fully set up and set down for a Hire charge of £150.00.

**Within this hire price we offer the following:**

- Sell tickets in advance on our Ticket source site (where most of our customers' book through, they view our Ticket source to see what events are coming up). We then pay the artist the ticket money collected.
- Advertise the event fully on our web site, display posters around the local area, do a press release to local papers, radio and publications. We also give our followers regular mailshots and face book updates. It is also important that you advertise through your own usual channels i.e. Web/face book, posters etc. (The more publicity the better).
- Provide a Bar for the evening staffed by our team for which we retain the takings.
- Provide a person to man the door for ticket sales on the night.
- Fully set up the room for a music event. We normally do this in a set format and it would be best if you speak with us to check if you are happy with that or wish for it to be another way. We would also need to speak with you to confirm arrangements for Lighting, PA system (if used) etc. Many artists do not use a PA system here due to the excellent acoustics.

Musicians and Artists need to provide:

- Jpeg image and Printed A3, A4 posters and A6 flyers. Number of each to be agreed per concert. Written background and promotion information.

If you would like the Town Hall Trust to print your posters this can be done for an additional charge of £20.00.

If you would like to discuss further please call us Mon, Tues, Thurs, Fri, Sat 10am -4pm on 01588 630023. Alternatively, provide a phone number for yourself.

We look forward to hearing from you.

Kind Regards

Sue Salisbury / Sue Willmer - Operational Managers