

## **Bognor Regis Town Crier Terms and Condition of Hire**



Jane is available to attend a range of events including coffee mornings, fêtes, festivals and parades.

Bookings for events based within the five wards of Bognor Regis will be charged £20 (plus VAT) invoiced after the event, to cover travel expenses and administration costs. Events outside of the wards will incur an additional charge to cover travel expenses.

If the event requires Town Crier services for over 1 hour then an attendance fee of £20 (plus VAT) for each additional hour will be chargeable.

For events that are free for the public to attend, and that raise the profile of Bognor Regis, the attendance fee <u>may</u> be waived. However, the administration charge will still be payable.

Jane is also available to book for business events such as the opening of new premises, or attending corporate functions to introduce guests, or to act as Master of Ceremonies. For personal bookings Jane can provide a wake-up call on the morning of a wedding, or pass on best wishes at anniversary/birthday/christening celebrations.

Customers can be safe in the knowledge that Jane is a Member of the Ancient & Honourable Guild of Town Criers, with public liability insurance cover of up to £5,000,000 and has a Disclosure Barring Service certificate.

Upon completion and return of a Town Crier Booking Form the event details will be considered and full costs provided, to be agreed prior to making a booking.

Bookings cancelled within 14 days of the event will not be eligible for a refund of the £20 administration charge. However, should the Town Crier be unable to attend a booked event, due to unforeseen circumstances, then a full refund will be issued.