



SOUTHBOROUGH  
Town Council

## Southborough Civic Centre

# Room and Hall Hire Application Form

To be completed by the applicant and submitted to the Council Offices. Once completed, please return to [facilities-team@southboroughcouncil.co.uk](mailto:facilities-team@southboroughcouncil.co.uk) or deliver to Southborough Town Council, Council Offices, 137 London Road, Southborough, TN4 0NA. Tel: 01892 520 770

Please ensure you read the Civic Centre Terms and Conditions prior to completing this form.

1.	Applicant Name(s)	
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Corporate Booking <sup>1</sup>	<input type="checkbox"/>
Name of Organisation	
Address	
Post Code	
Telephone Number	
Mobile Number	
Email Address	

2.	Type of Function	
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Number of guests	
Ticketed	<input type="checkbox"/>
Music <sup>2</sup>	<input type="checkbox"/>
Food	<input type="checkbox"/>
Alcohol	<input type="checkbox"/>
Under 18s Present	<input type="checkbox"/>

3.	Date(s)	
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Booking Time From - To	
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Room(s)	
Unity Hall	<input type="checkbox"/>
The Bounds Oak	<input type="checkbox"/>
The Lambersart	<input type="checkbox"/>
The Brickworks	<input type="checkbox"/>

<sup>1</sup> All corporate bookings require proof of Public Liability – See Terms and Conditions for details

<sup>2</sup> A music License is required to play copyrighted music – See Terms and Conditions for details

<sup>3</sup> DJs music provide proof of Public Liability insurance – See Terms and Conditions for details

<sup>4</sup> This is for permission to have alcohol at the function, not for the hire of a bar

4.	Kitchen	<input type="checkbox"/>
	Time (s) Required	

5.	Projector	<input type="checkbox"/>
	Stage	<input type="checkbox"/>
	Theatre Seating	<input type="checkbox"/>
	Sound System <sup>3</sup>	<input type="checkbox"/>
	Stage Lighting	<input type="checkbox"/>
	Lighting and Sound Assistance	<input type="checkbox"/>
	Cables and other Accessories	<input type="checkbox"/>
	Facilities Staff Hire	<input type="checkbox"/>
	Cleaning	<input type="checkbox"/>
	Area for Bar Provision <sup>4</sup>	<input type="checkbox"/>

6.	Do you require Tables and Chairs	<input type="checkbox"/>
	Other/Special Requirements	

7.	Read Terms and Conditions	<input type="checkbox"/>
	Signed	
	Date	
	Provided Proof of Public Liability Insurance	<input type="checkbox"/>
	Signed	
	Date	
	Provided Proof of Music License	<input type="checkbox"/>
	Signed	
	Date	

Signed		Dated	
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<b>For office use only:</b>	
Application Approved	<input type="checkbox"/>
Hire Agreement Letter & Hire Agreement Form & Conditions of Use sent together	<input type="checkbox"/>
Risk Assessment acceptable / Not required	<input type="checkbox"/>
Insurance Seen / Insurance included (delete as applicable)	<input type="checkbox"/>
Music License Seen	<input type="checkbox"/>
DJ License Seen	<input type="checkbox"/>
Invoice Number	<input type="checkbox"/>
Payment Received	<input type="checkbox"/>
Completed By	<input type="checkbox"/>

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