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

 **Southborough Civic Centre**

**Room and Hall Hire Booking Form**

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

|  |  |  |
| --- | --- | --- |
| 1. | Applicant Name(s) |  |
|  |  |  |
|  | Corporate Booking 1 |[ ]
|  | Name of Organisation |  |
|  | Address (This address will be shown on your invoice) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Post Code |  |
|  | Contact Number |  |
|  | Email Address |  |

|  |  |  |
| --- | --- | --- |
| 2. | Type of Function |  |
|  | Number of guests |  |
|  | Ticketed |[ ]
|  | Music 2 |[ ]
|  | Food |[ ]
|  | Alcohol |[ ]
|  | Under 18s Present |[ ]

|  |  |  |
| --- | --- | --- |
| 3. | Date(s) |  |
|  | Booking TimeFrom - To |  |
|  |  |  |
|  | **Room(s)** |
|  | Unity Hall |[ ]
|  | The Bounds Oak  |[ ]
|  | Lambersart Room |[ ]
|  |  |  |

|  |  |
| --- | --- |
| 5. | Projector – to be used with own HDMI = £8.00 |[ ]
|  | Unity Hall Stage – Set Up Fee Applicable = £15.00 |[ ]
|  | Unity Hall Retractable Seating - Setup Fee Applicable = £15.00  |[ ]
|  | Unity Hall Sound System = £5.00 3  |[ ]
|  | Unity Hall Stage Lighting = £11.00 |[ ]
|  | Tea/Coffee Provisions (Please ask for costings) |[ ]
|  | Set Up Fee of Unity Hall = £20.00/£15.00 |[ ]
|  | Cleaning/Waste Disposal Fee Of Unity Hall = £110.00 |[ ]
|  | Area for Bar Provision only in Unity Hall 4 |[ ]

|  |  |
| --- | --- |
| 6. | Do you require Tables and Chairs (Please State how many) |[ ]
|  | Other/Special Requirements |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| 7. | Read Terms and Conditions |[ ]
|  | Signed |  |
|  | Date |  |
|  | Provided Proof of Public Liability Insurance |[ ]
|  | Signed |  |
|  | Date |  |
|  | Provided Proof of Music License |[ ]
|  | Signed |  |
|  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Dated |  |

|  |  |
| --- | --- |
| **For office use only:** |  |
| Application Approved |[ ]
| Hire Agreement Letter & Hire Agreement Form & Conditions of Use sent together |[ ]
| Risk Assessment acceptable / Not required |[ ]
| Insurance Seen / Insurance included (delete as applicable) |[ ]
| Music License Seen |[ ]
| DJ License Seen |[ ]
| Invoice Number |[ ]
| Payment Received |[ ]
| Completed By |[ ]