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.

 **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 Time  From - 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 |  |