

THE AMORY CENTRE

To SMTC Bookings Assistant, The Amory Centre, 125 East Street, South Molton, EX36 3BU
e-mail: tacbookings @northdevon.gov.uk Telephone: 01769 572501

BOOKING REQUESTED BY (name of organisation & hirer):

PLEASE INSERT YOUR PO NUMBER HERE SO YOUR BOOKING CAN BE CONFIRMED.....

I/We, the undersigned, hereby make application to hire the under-mentioned room(s) and facilities for the purpose of

..... **DATE:**

This function is open to any member of the public/restricted to members of our organisation only. *(delete as appropriate)*

I/We agree to pay the charges in force at the date of hiring for the rooms and facilities used, and that the conditions set out in the schedule supplied herewith are accepted, and will be complied with.

ROOMS TO BE HIRED <u>DAY TIME/ WEEKEND HIRE</u> 9.00am-5.00pm	DATE REQUIRED	TIME ACCESS REQUIRED TO ROOMS	TIME LAST PERSON WILL LEAVE	COST OF HIRE & ADDITIONAL ITEMS
The Garden Room (£10 per hr)				
The Oak Room (£10 per hr)				
The Beech Room (£10 per hr)				
Consultation Room 1 (£5 per hr)				
Consultation Room 2 (£5 per hr)				
Consultation Room 3 (£5 Per hr)				
Foyer (£5 per hr) available at Town Clerks discretion				
<u>EVENING HIRE</u>				
The Garden Room (£15 per hr)				
The Oak Room (£15 per hr)				
The Beech Room (£15 per hr)				
Consultation Room 1 (£10 per hr)				
Consultation Room 2 (£10per hr)				
Consultation Room 3 £10 per hr)				
Foyer (£10 per hr)				
Number of people attending				
Refreshments: Note: If booking more than 15 cups but less than 15 cups are taken up a minimum charge of £5 (10 cups) will be applied	Mugs/cups and hot water only (no. of cups?) service charge £3/£5			
	tea / coffee (no. of cups?) @ 40p			
	Tea / coffee /Danish or cakes (no. of people?) @ £1.25p			
	No refreshments or water required			

ALL ABOVE PRICES ARE SUBJECT TO VAT @ 20%

Room Layout	Boardroom/Conference Style		
	Theatre Style		
	Circle or Semi Circle		
	Other (please state)		
All of our Conference Rooms have AVA Multi media and there is free WiFi throughout the building			
Hirers' Liability Insurance held? (to include loss or damage occasioned to buildings and contents)			
Is the Fire Safety Procedures form signed and attached?			
TOTAL:			£
INVOICE NO:			

Name of Person Making Application on behalf of above organisation

ORDER number/ REF number/ CARE FIRST ref:

Address for Contact and Invoice:

Telephone No Email:

Signature Date

Payment required.....

Invoice to be sent to (if different from above):

Tel:.....

e-mail:.....

Please note that South Molton Town Council does not operate a security facility but if any hirer is concerned regarding this matter then the Council suggests that the hirer makes enquiries with any local security firms that can offer this service.

For Official Use Only:

Date paid		Date paid	
Fire Safety Form received?			
Insurance Certificate copy received?			

Booking Accepted By

Date