

APPLICATION FOR HIRE OF TOWN HALL OR PANNIER MARKET

**TO; SOUTH MOLTON TOWN COUNCIL, 125 East Street, South Molton, EX36 3BU
Tel: 01769 572501**

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

.....
Please tick the boxes that apply:

<input type="checkbox"/>	This function is open to any member of the public
<input type="checkbox"/>	This function is restricted to members of our organisation or party only
<input type="checkbox"/>	It includes dancing/music/other entertainment for the public
<input type="checkbox"/>	The music/dancing/entertainment is for our organisation/party only
<input type="checkbox"/>	The music played will be live
<input type="checkbox"/>	The music played will be recorded

- A Performing Rights fee is applicable if music is played and the event is open to the public

WHERE AN APPLICATION INCLUDES PUBLIC MUSIC, DANCING OR ENTERTAINMENT the following details must be supplied to fulfil the terms of this Council's licence:

Person who will be in attendance at all times

Address

If between 250 and 300 persons will be on the premises, two additional names are required

1)

2)

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.

Please tick boxes that apply and supply a copy of:

Yes	<input type="checkbox"/>	Do you or your organisation hold Hirer's Liability Insurance to include loss or damage Occasioned to buildings and contents?
No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	Do you or your organisation hold a Fire Certificate issued by the Town Council?
No	<input type="checkbox"/>	

Name of Person Making Application

On Behalf of

Address

..... Telephone No

Signature Date

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

.....

ROOMS AND FACILITIES REQUIRED – TOWN HALL

ROOMS TO BE HIRED	DATE REQUIRED	TIME ACCESS REQUIRED TO ROOMS	TIME BAR WILL CLOSE	TIME DANCING WILL FINISH	TIME LAST PERSON WILL LEAVE
Town Hall (Court Room)					
Constables Room					
New Assembly Room					
Kitchen					
Old Assembly Room					
Mayor’s Parlour					

Please tick the facilities required

Lift		Chairs (State number)	
PA System		Tables – Round (State number)	
Projector – an additional charge applies		Tables – Oblong (State number)	
Piano		Tables – Square (State number)	
Hearing Loop		Hot Water Urns	

FACILITIES REQUIRED – PANNIER MARKET

	DATE REQUIRED	TIME ACCESS REQUIRED	TIME LAST PERSON WILL LEAVE
Pannier Market			
Tables (State Number)			
Electric Required			
Lights Required			

For Official Use Only:

Documents Supplied by Hirer:

Deposit Required	
Receipt No:	
Date Paid:	
Letter for Keys in Spar Shop – Date Issued	

Room Layout	
Fire Cert Issued	
Insurance Cert	
Signed Risk Assessment	

Booking Accepted By Date

To assist with the preparation of rooms please supply the attached sheet detailing how you require the room(s) to be laid out at least 3 days prior to the event.

ROOM LAYOUT

NAME		EVENT	
DATE		PHONE	
ARRIVING		LEAVING	

ROOMS REQUIRED – PLEASE TICK

NAR	OAR	KITCHEN	COURT	PARLOUR	MARKET

PLEASE WRITE THE NUMBER REQUIRED

TABLES - ROUND	TABLES - OBLONG	TABLES - SQUARE	CHAIRS

DO YOU REQUIRE, PLEASE TICK

KEYS		STAGING	
LIFT		PA/HEARING LOOP	
BAR		PROJECTOR	

KITCHEN, PLEASE TICK.

OVEN		DISHWASHER	
STEAM OVEN		HOT WATER URNS	
FRIDGE		CHILLER	
FREEZER		PLATE WARMER	

PLEASE DRAW YOUR LAYOUT

