



HEANOR & LOSCOE TOWN COUNCIL

Town Hall, Market Place, Heanor, Derbyshire DE75 7AA

BOOKING FORM

1. Name and Address of Hirer
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2. Email address
3. Tel No. Day Evening
4. Venue
Town Hall – Rooms available: Ian Cox Room/Council Chamber/Buxton Room,
Wilmot Street Centre – Rooms available: Main Hall/Small Room (suitable for hire as a changing room
for dance shows) or both rooms
5. Room
(Town Hall – Rooms available: Ian Cox Room/Council Chamber/Buxton Room,
Wilmot Street Centre – Rooms available: Main Hall/Small Room – suitable for hire as a changing room
for dance shows)
6. Type of event
No bouncy castles are permitted inside the venues
7. Date
8. Time From To
(ANY CHANGES FROM ORIGINAL BOOKING IS TO BE MADE IN WRITING)
9. Room Layout (Please discuss at time of booking & provide sketch if possible)
10. Estimated No. Attending: Adults over 18 Juniors under 18
11. Additional Equipment requirements
(Crockery/Kitchen) Stage only available at Wilmot Street
Additional charges will apply – please see Room Hire Charges
12. Catering can be provided by the hirer, but please note the conditions of use.



13. Lift required YES/NO (please delete as applicable) (Town Hall only)

ACCEPTANCE OF CONDITIONS OF HIRE

I have read the conditions of hire and agree to abide by them. I confirm that I am authorised to sign this agreement and understand that as a condition of hire I will be personally liable for any monies or unpaid charges owing to the Heanor & Loscoe Town Council arising out of this agreement. I am over 18 years of age. Prior to the event I will make myself aware of the Fire Instructions as displayed within the building.

Hirer/The Temporary Responsible Person/s under Conditions of Hire No 6 and 20 are :-

Name

Signed

Date

THERE WILL BE NO SMOKING IN ANY OF THE BUILDINGS AS FROM 1ST JULY 2007

(For conditions of hire see separate document)

This application, when completed, should be returned to the Town Clerk, Heanor and Loscoe Town Council, Town Hall, Market Place, Heanor, Derbyshire DE75 7AA. Receipt of this application by the Town Council does not constitute acceptance. The facilities cannot be deemed hired until the hirer has been notified in writing. Cheques should be made payable to Heanor and Loscoe Town Council.

Heanor & Loscoe Town Council regard your privacy as important and comply with the Data Protection Act 1998 and the General Data Protection Regulation. You can find out more about how we use your data from our 'Privacy Notice' which is available from our website www.heanorandloscoetowncouncil.co.uk