



# HEANOR & LOSCOE TOWN COUNCIL

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

## BOOKING FORM

1. Name and Address of Hirer .....  
.....
2. Email address .....
3. Tel No. Day ..... Evening .....
4. Location .....  
Town Hall or Wilmot Street Centre
5. Room .....  
Town Hall – Rooms available: Ian Cox Room Council Chamber Buxton Room  
Wilmot Street Centre – Rooms available: Main Hall
6. Type of event .....  
**No bouncy castles are permitted inside the venues**
7. Date .....
8. Time From ..... To .....  
(To include setting up and taking down time) It is the hirers responsibility for the  
arrangement of tables & chairs  
**(ANY CHANGES FROM ORIGINAL BOOKING IS TO BE MADE IN WRITING)**
9. Estimated No. Attending: Adults over 18 ..... Juniors under 18 .....
10. Additional Equipment requirements .....  
(Crockery/Kitchen) Stage only available at Wilmot Street



11. Catering can be provided by the hirer, but please note the conditions of use.

### **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 1<sup>ST</sup> 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.

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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](http://www.heanorandloscoetowncouncil.co.uk)