

# BODMIN TOWN COUNCIL

MRM Ref.

## APPLICATION FORM TO HIRE THE VESTIBULE

PLEASE RETURN COMPLETED FORM TO:  
**THE FACILITIES ADMINISTRATOR, BODMIN TOWN COUNCIL,  
MOUNT FOLLY SQUARE, BODMIN, PL31 2DQ**

TEL: 01208 76616

Until this form is received and any deposits paid, your booking is provisional. NB.  
Please read carefully the Conditions of Letting.

DATE/S OF FUNCTION:

PURPOSE OF ROOM HIRE:

COMPANY NAME:	
INVOICE TO BE FAO:	
INVOICE ADDRESS:	
POSTCODE:	
INVOICE BY E-MAIL <input type="checkbox"/> (Please provide e-mail address)	
CHARITY REF:	
CONTACT TEL NO:	
MOBILE NO:	
E-MAIL ADDRESS:	
PURCHASE ORDER NO.	

Signed:..... (Print Name.....)

### HIRE TIMES

The time of arrival..... and the time you will leave the premises.....  
\*Please note if the room is required after 8.30pm there is a late locking charge of  
£15.00 plus VAT\*

### HIRE CHARGE

£11.00 plus VAT per session

**Please enclose a copy of the following and tick to confirm the document is attached to your booking form.**

Copy of Public Liability Insurance

**SELF SERVICE REFRESHMENTS**

Tea /Coffee (45p plus VATper serving) – An instant drinks machine which includes various hot drinks. You will be invoiced the number of drinks used following the event.

**SELF-CATERING KITCHEN (Free of Charge)**

YES/NO – A small kitchen for making tea/coffee is available on the first floor where a kettle, cups and cutlery are provided. No charge will be made for the kitchen provided that it is cleaned after use. If the Council’s staff have to clean the area there will be a charge of £25.00. You must bring your own tea, coffee, sugar, milk etc for use in the kitchen.

**CATERING – (You may only use caterers on registered caterers list)**

Catering Facilities are no longer provided in-house and in an effort to help with functions a list has been attached detailing Caterers who are prepared to offer catering for events in the Shire House Complex. They all have current liability cover and the relevant food and hygiene certificates.

Name of Contracted Caterer .....

Time of Delivery.....

**PLEASE NOTE THAT A CHARGE OF £25.00 WILL BE MADE TO COVER ANY ADDITIONAL LABOUR AND CLEANING COSTS SHOULD THE ROOM BE LEFT IN AN UNSATISFACTORY CONDITION.**

**MUSIC LICENCE**

Bodmin Town Council is required by the Performing Rights Society to keep a record of all times that live or background music is used on its premises. Therefore please can you tick all relevant boxes below that apply to your room booking.

**PLEASE NOTE THIS IS FOR ONLY WHEN MUSIC IS PLAYED EITHER LIVE OR FOR BACKGROUND PURPOSES**

- Music for a Dance/Exercise Classes
- Live Music/Singing
- Background Music in Films or Videos (including Educational Videos/Films)
- Background Music for any purpose
- Weddings/Birthdays/Parties (i.e. Discos, recorded music)