

BODMIN TOWN COUNCIL

**APPLICATION FORM TO HIRE THE
SHIRE HALL MEETING ROOM**

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 in our Brochure.

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.....
£54.00 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

ROOM LAYOUT- PLEASE INDICATE THE LAYOUT YOU REQUIRE.

- Theatre style (maximum 40 delegates)
- Boardroom style (maximum 26 delegates)
- Cabaret style (maximum 26 delegates)
- Other

No. of Chairs No. of Tables

SELF SERVICE REFRESHMENTS

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

EQUIPMENT

- Projector (£10.00 plus VAT)
- Screen (£5.00 plus VAT)
- Flipchart (free of charge)

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)