

BODMIN TOWN COUNCIL

**APPLICATION FORM TO HIRE THE
SHIRE HOUSE SUITE**

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
(Please provide e-mail
address)

CHARITY REF:

CONTACT TEL NO:

MOBILE NO:

E-MAIL ADDRESS:

PURCHASE ORDER NO.

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

EQUIPMENT

Hearing Loop (free of charge)

Projector (£10.00 plus VAT)

Screen only (£5.00 plus VAT)

Flipchart (free of charge)

PA System (£5.00 plus VAT)

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

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 / Chevron style (maximum 165 delegates)
- Boardroom style
- Horseshoe style
- Cabaret style
- 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.

SELF-CATERING KITCHEN

YES/NO – A kitchen for making tea/coffee is available where an urn, cups/saucers and cutlery is provided. If the Council's staff has 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

- Aerobics, Keep-fit, Exercise & Dancing Classes
- Discos & Other Sessions with Recorded Music Only (with or without DJs)
- Karaoke Sessions with Singing
- Live Music
- Film & Video Shows
- Education/Training Films or Videos
- Indoor Exhibitions, Trade and Fashion Shows
- Bingo Session with background music
- Sports Events with background music
- Workshops, demonstrations or other tuition classes with music
- Private Family Events (e.g. wedding receptions, birthday parties and similar events)