



HESSLE TOWN COUNCIL

Application for Hire of Main Hall and other rooms, Town Hall, Hessle

Dates required

Times required from to

Type of Function

Organisation (if any)

Is your organisation a Registered Charity?

If yes, please specify the Registered Charity Number

Full Name of Hirer (Miss/Mrs/Mr)

Address (Block Capitals)

Postcode

Telephone Number

E-mail

Please indicate your requirements by completing the columns below.
Sign the form overleaf and return it within 14 days

-
1. Do you require tables and/or chairs laid out in readiness for your function? Please arrange details with the Caretaker WELL IN ADVANCE. The Caretaker's telephone number is 01482 648966
-

2. Please state anticipated number of persons attending the function
(See paragraph 15 of the Condition of Letting) and age group

3. If music and/or films are to be played are (a) Live

(b) Recorded/disco

(See paragraphs 11, 12, 45 & 46 in the Conditions of Letting)

4. Do you agree to make good any damage to that part of the building or contents during the hiring?

5. Do you agree to pay the hiring charge current at the date of the function? And any additional
"returnable indemnity charge"
(See paragraph 7)

6. Have you read the notices on the Scale of Charges and the Conditions of Letting?

7. Is the function being organised for commercial gain?

8. Please indicate amount enclosed (if applicable)

9. Are you employing professional caterers?

10. Do you require disabled access with use of a ramp or stair lift?

11. Do you agree to adhere to the ban on smoking for the entire building and its environs, including the car park area, which is imposed in accordance with The Smoke Free Public Places and Work Places Regulations of the Health Act 2006 introduced on 1st July 2007.

DISCLAIMER:

NOTICE IS HEREBY GIVEN BY HESSLE TOWN COUNCIL to employing parties bringing property, goods or belongings onto property belonging to Hessle Town Council that any such property, goods, or belongings are brought onto Hessle Town Council's property at the owner's risk and Hessle Town Council can accept no responsibility whatsoever for any damage, loss, malfunction or breakage to such property, goods or belongings. It is up to the owner of any such property, goods or belongings to ensure that their goods are sufficiently insured themselves.

No substances are to be placed on the floors of the Town Hall without prior permission from the Town Council.

I apply for the hire of the hall/room specified overleaf and agree to be bound by the Conditions of Letting.

Signature (Name of Hirer)

Date

(The applicant must be 18 years of age or over)

The Town Council would be pleased to receive any comments or suggestions you may wish to make as to the conditions of letting and/or the suitability of the room(s) provided for your use.



Revised May 2014