



FORDINGBRIDGE TOWN COUNCIL

APPLICATION FOR HIRING OF TOWN HALL

COVID-SECURE VERSION/JULY 2020

Please read the accompanying notes before completing this form

Name	
Organisation (if applicable)	
Address	
Postcode	
Contact Tel No	Email:
Indicate which room to hire:	
Main Hall (max no persons 150)	
Council Chamber (max no of persons 35)	
Purpose of Hiring	
Private or Public function?	
Date(s) of Hiring	
Time of hiring	
From	To
Is Projector required? (Additional Charge applies)	
Is the stage required? (Additional Charge applies)	
Is alcohol to be served/sold?	

If 'yes' you will need to seek written permission from the Council by completing the appropriate forms. Responsible persons details **MUST** be completed and the Town Council advised 4 weeks before the event or at the time of booking.

COVID-19 Risk Assessment for the activity to be supplied:

Responsible Person details (age over 18)

Name

Address

Post Code

Contact tel no

Email:

Signature

(of hirer)

By signing this form you are accepting all terms and conditions of the Town Hall Hire Agreement, including the requirement to maintain a list of users to enable track and trace should infection occur.

Date

Payment:

BACS Payment to: Please reference your Organisations name/your surname in the payment reference.

Fordingbridge Town Council

Account No: 01108381

Sort Code: 309708

Please return the form via Email: Information@fordingbridge.gov.uk or to the Fordingbridge Information Office, Kings Yard, 23 Salisbury Street, Fordingbridge. SP6

Tel 01425 654560

Keys can be collected from the Town Clerk up to 24 hours before the event and must be returned as soon as possible thereafter.