



Fordingbridge Town Council

Town Council Hiring Form for Town Hall /Council Chamber 2024

Commercial & Non-Commercial Hire

Name of Person Hiring.....

Name of Organisation

Address.....

Email Address:.....

Tel no.....

Date of Event: / /

Purpose/Name of Event:

Non-Commercial/Private Hire:

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Commercial Hire (Open to the General Public):

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Please complete your requirements below

Main Hall 8m x 18m (Maximum capacity 150)	Please tick the time slots required	For office use
	8am-1pm 1pm-6pm 6pm-11pm	
Council Chamber (Maximum capacity 35)	Number of Hours required	For office use
	8am-1pm 1pm-6pm 6pm-11pm	

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Not included in the hiring charge is the following, please tick if required. If you require a Use of Premises or PRS Music licence we will require 4 weeks' notice. You must complete the 'Responsible Person's' details.

Use of Premises Licence (to allow the sale/serving of alcohol)	£15 per session	
PRS Music Licence	£25 Live Music per session	
PRS Music Licence	£7 Recorded Music per session (i.e., film shows)	
Setting up & clearing inc: chairs, tables or staging	£30 per hire	

Please specify your requirements by ticking the appropriate box

Use of kitchen (Inc: in hire charge)	
Use of table and chairs (Inc: in hire charge)	

Responsible Adult

Name of 'Responsible Adult' (must be 18yrs and over) -----

Address-----

Tel no-----. Email Address-----

Payment is required via BACS Transfer to:

Fordingbridge Town Council Account Number: 01108381 Sort Code: 309708

(Please stipulate organisation or surname as payment reference)

By Signing this form:

- 1. You confirm that you have read, understood, and agree to the Terms and Conditions of Hire, which include-**
- 2 You agree to pay the full cost of the hire at the time of booking**
- 3. You agree to supply a valid Certificate of Insurance and Risk Assessment for Commercial Hire**
- 4. You agree to remove all refuse generated by your event. You agree to clean all areas that you have used.**
- 5: You agree to read the Fire Emergency Fire File located in the kitchen**
- 6. You agree not to make a copy of the given key.**

Name:

Signature:

Date:

Please return the form via: Email: Information@fordingbridge.gov.uk

or

Fordingbridge Information Office & Town Council, Kings Yard, 23 Salisbury Street, Fordingbridge. SP6

Tel 01425 654560

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

For Office use

Total Cost of Booking