



Sleaford Town Hall Hiring Form

Name of Hirer:	
Organisation (if appropriate):	

Address:			
Postcode:		Telephone No(s):	

Purpose for Use of Premises:	
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Room Required	Date Required	Time From	Time To
Community Room			
HMS Sheldrake Room			
Council Chamber			

Number of people expected to attend the booking:
Number of chairs required:
Use of hot water urn, water jugs, cups & saucers

Number of tables required:
Use of projector & projector screen required:
Use of kitchen required:

I agree to accept the Sleaford Town Council's Terms & Conditions of Letting, which I have retained for information and I accept that no more than 60 people are permitted into the building during the booking, due to fire safety reasons. I enclose payment for the booking fee.

Signed:

Date:

This completed form should be forwarded to: Room Bookings, *Sleaford Town Council, The Town Hall, Quayside House, Navigation Yard, Sleaford, Lincs, NG34 7TW* or email the Office Manager at stephanie.goodland@sleaford.gov.uk to secure your booking.

For office use only:

Amount Payable & invoice issued	Deposit required - if applicable (amount)	Deposit paid (date & receipt no.)	Method invoice paid by: cash/cheque/ bank transfer	Receipt no. & date of payment
£	£			