



Sleaford Town Hall Hiring Form

Name of Hirer:	
Organisation (if applicable):	

Address & Email Address:	
Telephone No(s):	

Purpose for Use of Premises & Layout Required:	
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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 tables required:

Number of chairs required:

Use of projector & projector screen required:

Use of kitchen, hot water urn, water jugs, cups, tea & coffee (hirer to provide own milk)

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:

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Date:

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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
£
Finance Officer requested to issue invoice (please tick)
Services Team Leader given advance notice to set up room (please tick)