



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 presentation screen/tv required accessible via

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

HDMI lead:

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:

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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 enquiries@sleaford.gov.uk to secure your booking.

For office use only:

Amount Payable
£
Finance Dept requested to issue invoice (please tick)

General Data Protection Regulations 2018

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

Your personal information will not be shared or provided to any other third party.

For full details of the Council's data compliance policies, please visit www.sleaford.gov.uk