



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456
Email: enquiries@sleaford.gov.uk

Mr Kevin Martin
Clerk to the Council

Dear Sir/Madam

Sleaford Town Hall Room Hire

Thank you for enquiring about the rooms that Sleaford Town Council have available to hire at the Town Hall.

We have a number of rooms to hire to groups and individuals. These are:

Community Room (on the ground floor):

This room is light and airy and can be set up with folding tables and stacking chairs for smaller type meetings or gatherings.

Council Chamber (on the first floor):

This room is set up with solid tables and chairs and is ideal for larger meetings and presentation style functions. We are able to provide a projector and screen for use, if required.

HMS Sheldrake Room (on the first floor):

This room is suitable for smaller meetings.

There is a lift available, as well as stairs, for access to the first floor of the building.

We are able to provide use of a hot water urn, water jugs, crockery, cups and saucers and cutlery.

The charges for each room can be found on the enclosed price list.

Please read through the Conditions of Use for Room Hire document, complete and sign the enclosed booking form and return it to our offices to secure your booking. An invoice for payment will be sent to you once we have received your booking form.

Please do not hesitate to contact us if you have any queries or would like to view the rooms.

Yours faithfully

Sleaford Town Council Admin Team