

APPLICATION TO HIRE CONGLETON TOWN HALL		OFFICE	ONLY
PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK – RETURN TO Congleton Town Council, Congleton Town Hall, High Street, CONGLETON, Cheshire. CW12 1BN Telephone: 01260 270350 E-mail: info@congletontowncouncil.co.uk		Deposit Inv. No.	
Name of applicant: _____ Address: _____ _____ Post Code: _____ e-mail: _____ Name of organisation : _____ Purpose of hire: _____		INVOICE ADDRESS (if different) Name: _____ Tel No: _____ Address: _____ _____ Post Code: _____ e-mail: _____ Hire charge or deposit Deposit of £_____ enclosed	
DATE OF HIRE			
Please tick the room/s and facilities you wish to hire, paying particular attention to the time you need access to the room/s (preparation start) and the time the function is due to start and finish. All guests and the hirer are to have left the building by the clearance finish time. MINIMUM ROOM HIRE PERIOD IS TWO HOURS			
GRAND HALL ☐	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
LICENSED BAR ☐ PRE ORDERED INTERVAL DRINKS ☐	The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am and the latest clearance time is 1.30 am Time from: _____ Time finish: _____		
SPENCER SUITE ☐	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
CAMPBELL SUITE ☐	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
BRIDESTONES SUITE ☐	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐	Flip Chart (please indicate the number – max 3) ____ Internet facility Use of our sound system and microphones (Grand Hall and Bridestones)		
PPR/PPL Licences ☐ Door Staff ☐	Will the function include: ☐ Public performance of copyright musical works ☐ Public performance of sound recordings The Town Council/Commercial Partners reserve the right to hire registered door staff and pass on the cost to the hirer. The number of door staff required may vary dependent upon the nature of the event, for further information and price details please contact Liz Thompson on 07813 772469.		
CATERING ☐	All catering requirements are provided solely by our Commercial Partner Posh Nosh Parties Ltd If you require refreshments, buffets or banqueting, please indicate accordingly		
Competent Representative (Condition 6.2) Name _____ Tel No: _____ Address: _____		Anticipated attendance Persons	Tickets on sale at door Yes ☐ No ☐
If you intend to use special effects during the course of your hire, written permission needs to be requested 28 days before the event. If this is relevant to your booking please tick one or more of the items listed below that you request permission to use: ☐ pyrotechnics ☐ smoke machines/s ☐ dry ice ☐ firearms and/or fireworks ☐ Lasers & strobe lights or similar devices N.B. It should not be assumed that permission has been granted by ticking one or more of the above. For Office Use Only: Signed: _____			
PLEASE CONTACT Congleton Town Hall (Tel: 01260 270350) AT LEAST 10 DAYS BEFORE THE FUNCTION TO CONFIRM FLOOR LAYOUT etc I / We acknowledge that I / We have read the Conditions and Regulations of Hire and the Official Scale of Charges and hereby confirm that these are acceptable and will be strictly adhered to: Customer Signature: _____ Date: _____			