

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 – option 1 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 <input type="checkbox"/>	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
LICENSED BAR <input type="checkbox"/>	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		
PRE ORDERED INTERVAL DRINKS <input type="checkbox"/>	Time from: _____ Time finish: _____		
SPENCER SUITE <input type="checkbox"/>	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
CAMPBELL SUITE <input type="checkbox"/>	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
BRIDESTONES SUITE <input type="checkbox"/>	Preparation Start: _____ Function start: _____ Function Finish: _____ Clearance Finish: _____		
CONFERENCE FACILITIES <input type="checkbox"/>	Flip Chart (please indicate the number – max 3) ____ Internet facility Use of our sound system and microphones (Grand Hall and Bridestones Suite)		
PPR/PPL Licences <input type="checkbox"/>	Will the function include: <input type="checkbox"/> Public performance of copyright musical works <input type="checkbox"/> Public performance of sound recordings		
Door Staff <input type="checkbox"/>	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 please contact Annette on 07515 944 138		
CATERING <input type="checkbox"/>	All catering requirements are provided solely by 'Congleton Town Hall Events & Parties' 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 <input type="checkbox"/> No <input type="checkbox"/>
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: <input type="checkbox"/> pyrotechnics <input type="checkbox"/> smoke machines/s <input type="checkbox"/> dry ice <input type="checkbox"/> firearms and/or fireworks <input type="checkbox"/> 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 Option 1) 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: _____			