				0.7710		
APPLICATION TO HIRE CONGLETON TOWN HALL				OFFICE USE ONLY		
PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK – RETURN TO				Deposit		
_		The Town Hall is a non-smoking venue		Inv. No.		
Congleton Town Hall		(this includes the use of e-cigs)				
•	TON, Cheshire. CW12 1BN					
Telephone: 01260 270350 – option 1						
NAME OF APPLICANT:			INVOICE DETAILS (if different) Name:			
ADDRESS:			Address:	<u>;:</u>		
POSTCODE:						
E-MAIL:			Tel No:	o:		
NAME OF ORGANISATION:		e-mail:				
			☐ DEPC	DEPOSIT PAID		
PURPOSE OF HIRE:			☐ FULL AMOUNT PAID			
DATE OF HIRE:						
	-	ire, paying particular attention to the tim	-			
		ue to start and finish. All guests and the h	nirer are to	have left th	ne building by	
the clearance finish ti	me. MINIMUM ROOM HIR					
☐ GRAND HALL	PREPARATION START:	FUNCTIO	ON START:			
	FUNCTION FINISH:	CLEARANG	CE FINISH:			
☐ LICENSED BAR		f alcohol on the premises is only permittend the latest clearance time is 1.30 am	ed through	our license	d bar.	
☐ PRE ORDERED INTERVAL DRINKS	TIME FROM: TIME FI			H:		
		FUNCTION START:				
	PREPARATION START:	FUNCTIO	ON START:			
☐ SPENCER SUITE	PREPARATION START: FUNCTION FINISH:		ON START: ICE FINISH			
☐ SPENCER SUITE	-	CLEARAN				
	FUNCTION FINISH:	CLEARAN	ICE FINISH			
☐ CAMPBELL SUITE	FUNCTION FINISH: PREPARATION START:	CLEARAN FUNCTIO CLEARAN	ICE FINISH ON START:			
☐ CAMPBELL	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH:	CLEARAN FUNCTIO	ICE FINISH ON START: ICE FINISH			
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH:	CLEARAN FUNCTIO CLEARAN FUNCTIO CLEARAN	ICE FINISH ON START: ICE FINISH ON START:			
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH:	CLEARAN FUNCTIO	ICE FINISH ON START: ICE FINISH ON START:			
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indicated) Internet facility	CLEARAN FUNCTIO CLEARAN CLE	ICE FINISH ON START: ICE FINISH ON START: CE FINISH:			
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: □ Flip Chart (please indicated) □ Internet facility □ Use of our sound syst	CLEARAN FUNCTIO CLEARAN CLE	ICE FINISH ON START: ICE FINISH ON START: CE FINISH:			
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Upper Chart (please industry) Use of our sound syst will the function included	CLEARAN FUNCTIO CLEARAN CLE	ICE FINISH ON START: ICE FINISH ON START: CE FINISH: destones S	uite)	cordings	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Upper Chart (please indicated in the control of	CLEARAN FUNCTIO CLEARAN CLE	DN START: ICE FINISH ON START: CE FINISH: destones S	uite) of sound rec	_	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indimage) Internet facility Use of our sound system Will the function included Public performance of the Town Council reservance.	CLEARAN FUNCTIO CLEARAN CLE	ICE FINISH ON START: ICE FINISH: CE FINISH: destones S formance of	uite) of sound rec on the cost	to the hirer. The	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indition of the control of t	CLEARAN FUNCTIO CLEARAN CLE	DN START: ICE FINISH DN START: CE FINISH: destones S formance of and pass sture of the	uite) of sound rec on the cost	to the hirer. The	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indicated in the control of	CLEARAN FUNCTIO CLEARAN CLE	ICE FINISH ON START: ICE FINISH: ON START: CE FINISH: destones S formance of and pass ature of the oking	uite) of sound reconthe cost e event, for	to the hirer. The	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences ☐ DOOR STAFF ☐ CATERING	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indition of the control of t	CLEARAN FUNCTIO CLEARAN FUNCTIO CLEARAN icate the number – max 3) iem and microphones (Grand Hall and Bride) cert of copyright musical works Public performs the right to hire registered door staff quired may vary dependent upon the natus when enquiring about your room both ents, buffets, or banqueting, please indications.	DN START: ICE FINISH ON START: ICE FINISH: destones S formance of and pass ature of the oking ate according	of sound reconthe cost	to the hirer. The further	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences ☐ DOOR STAFF ☐ CATERING	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indicated in the control of	CLEARAN FUNCTIO CLEARAN FUNCTIO CLEARAN icate the number – max 3) icem and microphones (Grand Hall and Bride) icem and microphones (Grand Hall and Br	ICE FINISH ON START: ICE FINISH: ON START: CE FINISH: destones S formance of and pass ature of the oking atte accordinaticipated	of sound reconthe cost e event, for	to the hirer. The further	
□ CAMPBELL SUITE □ BRIDESTONES SUITE □ CONFERENCE □ FACILITIES □ MICROPHONES □ PPR/PPL Licences □ DOOR STAFF □ CATERING Competent Represen	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indition of the control of t	CLEARAN FUNCTIO CLEARAN FUNCTIO CLEARAN icate the number – max 3) icem and microphones (Grand Hall and Bride) icem and microphones (Grand Hall and Br	DN START: ICE FINISH ON START: ICE FINISH: destones S formance of and pass ature of the oking ate according	of sound reconthe cost e event, for	to the hirer. The further	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences ☐ DOOR STAFF ☐ CATERING Competent Represent Name: Address:	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indiminate of the function included of the function included of the function please discussion of the function please discussion of the function of the function of the function please discussion of the function of the function please discussion of the function of the f	CLEARAN FUNCTIO CLEARAN FUNCTIO CLEARAN icate the number – max 3) icem and microphones (Grand Hall and Bride) icem and microphones (Grand Hall and Br	ICE FINISH ON START: ICE FINISH: ON START: CE FINISH: destones S formance of and pass ature of the oking atte accordinate acco	of sound recont the cost e event, for the cost of the	ickets on sale at ne door	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences ☐ DOOR STAFF ☐ CATERING Competent Represent Name: Address: If you intend to use special	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indicated in the council of the council of the council reservation included in the council reservation in the council reserv	CLEARAN FUNCTIO CLEARAN FUNCTIO CLEARAN icate the number – max 3) item and microphones (Grand Hall and Bride) ice: of copyright musical works Public performs the right to hire registered door staff quired may vary dependent upon the nature uss when enquiring about your room both ents, buffets, or banqueting, please indicated Tel No: Article Arti	CE FINISH ON START: ICE FINISH: ON START: CE FINISH: destones S formance of and pass ature of the oking ate accordinate accord	of sound recont the cost e event, for the cost of the	ickets on sale at ne door	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences ☐ DOOR STAFF ☐ CATERING Competent Represent Name: Address: If you intend to use specific relevant to your booking ☐ pyrotechnics ☐ s	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indicated of the function included of the function included of the function included of the function included of the function please discussion of the function please discussion of the function formation please discussion of the function formation formation please discussion of the function formation formation please discussion of the function formation formati	CLEARAN FUNCTION CLEARAN FUNCTION CLEARAN GLEARAN CLEARAN C	DN START: ICE FINISH ON START: ICE FINISH: destones S formance of and pass ature of the oking attered tendance person quested 28 of the oking tendance quested 28 of the oking tendance of the oking tendance of the oking tendance of the oking tendance of tendance of the oking tendance of	of sound reconthe cost e event, for the cost	ickets on sale at ne door	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences ☐ DOOR STAFF ☐ CATERING Competent Represent Name: Address: If you intend to use specified and to your booking ☐ pyrotechnics ☐ s N.B. It should not be ass	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indicated in the function included in the function include	CLEARAN FUNCTIO CLEARAN FUNCTIO CLEARAN icate the number – max 3) item and microphones (Grand Hall and Bride) icem and microphones (Grand Hall and Br	DN START: ICE FINISH ON START: ICE FINISH: destones S formance of and pass ature of the oking attered tendance person quested 28 of the oking tendance quested 28 of the oking tendance of the oking tendance of the oking tendance of the oking tendance of tendance of the oking tendance of	of sound reconthe cost e event, for the cost	ickets on sale at ne door	
☐ CAMPBELL SUITE ☐ BRIDESTONES SUITE ☐ CONFERENCE ☐ FACILITIES ☐ MICROPHONES ☐ PPR/PPL Licences ☐ DOOR STAFF ☐ CATERING Competent Represent Name: Address: If you intend to use specified your booking ☐ pyrotechnics ☐ s N.B. It should not be ass For Office Use Only: S	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indimination included in public performance of the Town Council resernation please discound system information system information please discound system information system informat	CLEARAN FUNCTION CLEARAN FUNCTION CLEARAN GLEARAN CLEARAN C	DN START: ICE FINISH ON START: ICE FINISH: destones S formance of and pass ature of the oking Inticipated tendance Person quested 28 of the oking o	of sound recon the cost e event, for the cost e event, for the cost e event for devices	ickets on sale at ne door YES NO the event. If this is	
□ CAMPBELL SUITE □ BRIDESTONES SUITE □ CONFERENCE □ FACILITIES □ MICROPHONES □ PPR/PPL Licences □ DOOR STAFF □ CATERING Competent Represent Name: Address: If you intend to use specified and to your booking □ pyrotechnics □ s N.B. It should not be ass For Office Use Only: S PLEASE CONTACT Conglete	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please indicated of the four sound system) Will the function included public performance of the Town Council reservation please discussion of the four sound system of the four staff resinformation please discussion for the four sound system of the four system of the four sound system of t	CLEARAN FUNCTION CLEARAN FUNCTION CLEARAN GLEARAN CLEARAN C	DN START: ICE FINISH ON START: ICE FINISH: destones S formance of and pass ature of the oking atte accordinaticipated tendance ————————————————————————————————————	of sound recon the cost e event, for the cost e event, for the cost e event e	ickets on sale at ne door NO NO Che event. If this is	
□ CAMPBELL SUITE □ BRIDESTONES SUITE □ CONFERENCE □ FACILITIES □ MICROPHONES □ PPR/PPL Licences □ DOOR STAFF □ CATERING Competent Represent Name: Address: If you intend to use specified and to your booking □ pyrotechnics □ s N.B. It should not be ass For Office Use Only: S PLEASE CONTACT Conglete	FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: PREPARATION START: FUNCTION FINISH: Flip Chart (please inditing of the function included of the function included of the function included of the function please disconstruction of the function please disconstruction for the function formation please disconstruction for the function for	CLEARAN FUNCTION CLEARAN FUNCTION CLEARAN GLEARAN GLEARAN CLEARAN C	DN START: ICE FINISH ON START: ICE FINISH: destones S formance of and pass ature of the oking atte accordinaticipated tendance ————————————————————————————————————	of sound recon the cost e event, for the cost e event, for the cost e event e	ickets on sale at ne door NO NO Che event. If this is	