

APPLICATION TO HIRE CONGLETON TOWN HALL			OFFICE USE ONLY	
PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK – RETURN TO <b>Congleton Town Council</b> <b>Congleton Town Hall.</b> <b>High Street, CONGLETON, Cheshire. CW12 1BN</b> <i>Telephone: 01260 270350 – option 1</i>			<b>Deposit Inv. No.</b>	
<b>The Town Hall is a non-smoking venue</b> <b>(this includes the use of e-cigs)</b>			<i>E-mail: <a href="mailto:bookings@congleton-tc.gov.uk">bookings@congleton-tc.gov.uk</a></i>	
NAME OF APPLICANT:		INVOICE DETAILS (if different)		
ADDRESS:		Name:		
POSTCODE:		Address:		
E-MAIL:		Tel No:		
NAME OF ORGANISATION:		e-mail:		
PURPOSE OF HIRE:		<input type="checkbox"/> DEPOSIT PAID _____ <input type="checkbox"/> FULL AMOUNT PAID		
<b>DATE OF HIRE:</b>				
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. <b>MINIMUM ROOM HIRE PERIOD IS TWO HOURS</b>				
<input type="checkbox"/> GRAND HALL	PREPARATION START: _____ FUNCTION FINISH: _____		FUNCTION START: _____ CLEARANCE FINISH: _____	
<input type="checkbox"/> LICENSED BAR	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			
<input type="checkbox"/> PRE ORDERED INTERVAL DRINKS	TIME FROM:		TIME FINISH:	
<input type="checkbox"/> SPENCER SUITE	PREPARATION START: _____ FUNCTION FINISH: _____		FUNCTION START: _____ CLEARANCE FINISH: _____	
<input type="checkbox"/> CAMPBELL SUITE	PREPARATION START: _____ FUNCTION FINISH: _____		FUNCTION START: _____ CLEARANCE FINISH: _____	
<input type="checkbox"/> BRIDESTONES SUITE	PREPARATION START: _____ FUNCTION FINISH: _____		FUNCTION START: _____ CLEARANCE FINISH: _____	
<input type="checkbox"/> CONFERENCE FACILITIES MICROPHONES	<input type="checkbox"/> Flip Chart (please indicate the number – max 3) _____ <input type="checkbox"/> Internet facility <input type="checkbox"/> Use of our sound system and microphones (Grand Hall and Bridestones Suite)			
<input type="checkbox"/> PPR/PPL Licences	Will the function include: <input type="checkbox"/> Public performance of copyright musical works <input type="checkbox"/> Public performance of sound recordings <b>The Town Council reserves 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 discuss when enquiring about your room booking</b>			
<input type="checkbox"/> DOOR STAFF				
<input type="checkbox"/> CATERING	If you require refreshments, buffets, or banqueting, please indicate accordingly			
<b>Competent Representative (Condition 6.2)</b>				
Name:		Tel No:		Anticipated attendance
Address:				_____ Persons
				Tickets on sale at the door <input type="checkbox"/> YES <input type="checkbox"/> NO
If you intend to use special effects during the course of your hire, written permission needs to be requested <b>28</b> 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.				
<b>For Office Use Only:</b> Signed: _____				
<b>PLEASE CONTACT Congleton Town Hall (Tel: 01260 270350 Option 1) AT LEAST 10 DAYS BEFORE THE FUNCTION TO CONFIRM FLOOR LAYOUT etc</b> 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: _____				