

Premises Lettings Hire Request



Venue			
Please state the facilities you wish to hire, (tick as required):			
Large Hall	<input type="checkbox"/>	Large Hall Kitchen	<input type="checkbox"/>
Small Hall	<input type="checkbox"/>		<input type="checkbox"/>
Mulsanne Pavilion	<input type="checkbox"/>		
Number of hours required for hire? <input type="text"/>			
If using the kitchen, state if using: Oven <input type="checkbox"/> For drinks only <input type="checkbox"/> Other <input type="checkbox"/>			
(NB. The small kitchen is included in the Small Hall charge)			
Will you need the P.A. system in the Large Hall <input type="checkbox"/> (if yes instruction needed)			
Booking Details			
Describe your Event Or Activity:		Estimated Number Of People Attending:	
Date(s) - From	Date(s) - To	Time - From	Time - To
Will you be using portable electrical equipment - YES / NO (If yes, you will need to provide confirmation that your equipment has up to date PAT)			
Details of hirers Public Liability Insurance: - State policy Insurer, Policy number & renewal date:		Will any music be played – incl. amplified or live music? YES / NO (NB. Amplified music is NOT allowed Large Hall)	
Applicants Details			
Hirers Name			
Organisation Name (if applicable)			
Address		Postcode:	
Contact Tel Number(s)		Daytime:	Mobile:
		Evenings:	
E-mail Contact Details			

The completed booking form should be returned to Nettleham Parish Council, Parish Office, Nettleham, LN2 2TU. Tel: 01522 750011 or via email to: reception@nettleham-pc.gov.uk. The hirer should leave the facilities clean and tidy and is responsible for setting out and putting away any furniture during the hire period. Please ensure that you arrange to collect a key, from the Parish Office, during working hours Mon to Thurs 9am – Noon. One off hire arrangements must be paid in advance. The Clerk may also require payment of a surety bond (refundable subject to after event inspection).

I confirm that I have read, understood and agree to abide by the terms and conditions, as detailed in the Council's conditions of hire. I agree for my information to be held by the Council.

Signature	Full Name	Date