Premises Lettings Hire Request

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| Venue | | | | |
| **Please state the facilities you wish to hire, (tick as required):**  **Large Hall Large Hall Kitchen Small Hall** | | | | |
| **Mulsanne Pavilion**  **Number of hours required for hire?**  **If using the kitchen, state if using: Oven For drinks only Other (**NB. The small kitchen is included in the Small Hall charge**)**  **Will you need the P.A. system in the Large Hall** (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:  Evenings: Mobile: | | |
| **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.](mailto: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, form 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.

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| **Signature** | **Full Name** | **Date** |