



## Neston Town Hall Short Term Hire Application Form

**All Fields must be completed**

<b>Name of hirer:</b> <i>Mr/Ms/Miss/Mrs</i>	<hr/>		
<b>Address:</b>	<hr/>		
	<hr/>		
	Postcode		
<b>Telephone number:</b>	Home:	Mobile:	
	<hr/>	<hr/>	
<b>Email:</b>	<hr/>		
<b>Name of organisation:</b> <i>(if applicable)</i>	<hr/>		
<b>Name of your even:</b>	<hr/>		
<b>Number of participants:</b>	<hr/>		
	(Adult/Junior)		
<b>Rooms Required:</b> <i>(delete as appropriate)</i>	Main Hall Basement	Kitchen	Clubroom Rear Club Room
	____ Number of Chairs (max 100)		____ Number of Tables
<b>Furniture Required:</b>	<hr/>		
<b>Date(s) required:</b>	<hr/>		
<b>Is this a reoccurring event?</b>	<hr/>		
<b>Start/Finish times:</b>	<b>Start:</b>  am/pm	<b>Finish:</b>  am/pm	<i>(Start and finish times must include preparation and take down time)</i>
	<hr/>	<hr/>	<hr/>

**Please provide details of your event:**

Prior to holding your event you must satisfy any safety requirements of the emergency services and the planning authority. Please provide details of those you have contacted in order to satisfy these requirements:

Organisation	Response received

**Caution:** The hirer's attention is drawn to the insurance clauses and you are advised to take out your own insurance to provide the requisite cover.

If your event is open to members of the public in order to support your application you will need to provide a copy of your public liability insurance details.

I/We the organisers of the event agree to:

1. Neston Town Council's (1) General Conditions for Hire and for a selling event (2) Terms and Conditions for Selling Events
2. Indemnify the Town Council against any cost, claims and expenses which may arise as a result of the event.
3. Adhere to the procedure as laid out in the Fire Evacuation Procedure.
4. The supporting information required in enclosed.
5. I am over 21 years of age.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

A deposit of 50% of the hire charge is required to confirm your booking. Your booking will not be confirmed until this is received. A £100 damage deposit may be requested 2 weeks prior to your hire which will be refunded after your booking and after inspection of the venue. Full payment is due 1 month prior to your booking. All cheques should be made payable to Neston Town Council.

Your booking will only be confirmed when we receive your 50% deposit. The balance is to be paid in full one month prior to your booking date.

For office use only	Payment Due	Cost	Date	Taken By
FULL HIRE ROOM CHARGE £ _____	Deposit			
REC No.	Balance			
Public Liability insurance detail if required:	<b>TOTAL</b>			