



Room Hire Booking Form

To make a booking please fill in the details below, sign the terms and conditions and return to the address above or email to info@bishopscaletownhall.co.uk

Name of Organisation: (If applicable)	Contact Name:
Address:	
Telephone:	Email:
Date(s): Start time of event: If a Wedding Time of Ceremony:	
Time you wish to access the room	Time you will vacate the room:
Number of people attending:	
Event/activity description: Please provide details of what chairs/tables etc you will need and how you need the room to be set up:	

**Do you have any access requirements?
If yes please give details**

email: manager@bishopscaletownhall.co.uk website: www.bishopscaletownhall.co.uk

Registered Charity no: 1149270 Company No: 8107480

Please provide details of any specific equipment or facilities you may require.

Do you require refreshments or use of the catering facilities? If yes please provide details:
For Use of the kitchen £50 is payable.

Alcohol - do you intend to sell, serve or consume alcohol in the premises - if so please give details.

* If yes If yes please give details and ask to see copy of terms and conditions of Bishop's Castle Town Hall Premises Licence.

I agree to adhere to the terms and conditions of Bishop's Castle Town Hall Licence.

I have read and accept the Hire terms and conditions

I confirm I have Public Liability insurance. If applicable. (Please enclose a copy)

Signed.....

Print Name **Date**

To be filled in by Bishop's Castle Town Hall only

<u>Quote Price</u>	Date:	Authorised By: