

HORNSEA TOWN COUNCIL

ROOM HIRE – BOOKING FORM

Organisation

Hirer's Name
Tel Number
& E-mail address

Hirer's Address
For invoice purposes

Date(s)
& Time Req'd

Nature of event:

Approx Number attending event Number of tables required Number of chairs Required

Assistance with layout required YES NO

Please tick room Required: Office 1 Ground Floor Office 2 Ground Floor Hall Garth Room Ground Floor

Office 1 First Floor Office 2 First Floor Grosvenor Room First Floor

Jubilee Room Top Floor

Do you require the use of the kitchen YES NO

Please ensure that all crockery/cutlery used during any event is removed from the function rooms and washed, dried and put away before leaving the building.

Signed: Date:

NB: This application remains **unconfirmed** until this form is completed and signed by or on behalf of the hirer and returned to Hornsea Town Council. An acknowledgement/confirmation will be sent to the hirer by post, e-mail or telephone.

For office use only:

Acknowledged by: _____

Confirmation sent via: _____