

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grosvenor Room First Floor	Jubilee Room Top Floor	
<input type="checkbox"/>	<input type="checkbox"/>	

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.

Due to Fire Regulations the main doors into the function rooms will not be opened until the Tutor/Hirer is present and will only be opened 10 minutes prior to the class/ event taking place

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.

Emergency/Out of Hours Telephone Number: 07980 066093