

**FACILITY BOOKING FORM**

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| **CONTACT DETAILS** |
| **Contact Name(s):** |  |
| **Organisation Name:** |  |
| **Contact Address:** |  | **Invoice Address:** (if different from contact address) |  |
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|  |  |
| **Email Address:** |  |
| **Contact Telephone Number:** | **Home:** | **Work:** | **Mobile:** |
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| **FACILITY INFORMATION** |
| **Venue:** |  |
| **Date(s) required:** |  |
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| **Name of Room(s) Required:** |  |
| **Event Name:** |  |
| **Approximate Numbers:** |  |
| **Seating Layout Required:** | **Boardroom Style** | **Theatre Style**  | **Workshop Style** | **U Shape Style** |
|  |  |  |  |
| **Time(s) Required:** (please include set up & take down times where appropriate) | **Time of Arrival:**  |  |
| **Event Start Time:** |  |
| **Event End Time:** |  |
| **Time of Departure:** |  |
| **Additional Requirements** (please specify) | **Kitchen** | **Flipchart** | **PA System**  | **Stage Lighting** | **Projector Screen** |
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Continued overleaf.

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| **Conditions of Hire** – Please read carefully and sign below |
| I / We agree to adhere to the following terms and conditions.1. Parties using the Hall shall indemnify Causeway Coast & Glens Borough Council against claims for death, injury, or loss of property in the event either competitors or spectators. All damage (including injury to the walls, ceilings, floors, pictures, glass, or furniture therein) and no nails, screws or hooks shall be inserted in the walls nor should adhesive material, liable to damage surfaces of walls or any other part of the building;
2. Not to place or permit to be placed any obstruction in passages, doorways, or fire exits;
3. The Town Halls and Sheskburn House are staffed when in use between 9.00am and 5.00pm. Bookings requested outside these hours require a caretaker to open up and be in attendance in addition to their normal working hours and there is a minimal two-hour booking required. There is also a **20% discount** applied for 10 or more bookings.
4. To agree to have themselves and all of their equipment removed from the Hall within the period of time stated on the booking form. That all toilets and any other rooms included in the booking are left in a clean and tidy state;
5. If in breach of terms and conditions, understand that we may be required to leave the Hall and forfeit the booking fee;
6. To give 48 hours’ notice for cancellation of booking. Failure to do so may result in loss of booking fee;
7. To provide adequate supervision for bookings to ensure the proper conduct of patrons during the hiring and to expel any person acting in a disorderly manner;
8. You must include your set up and break down time as we do not give grace time for this;
9. A hold can be but on a room for 48 hours but if a booking form has not been sent in your booking will be deleted from the system;
10. To finalize booking all forms and payments all must be in before your booking;
11. Building will only be opened a few minutes before your booking time;
12. **COMPLETION OF THIS FORM DOES NOT CONSTITUTE AN ACCEPTANCE OF CONFIRMTION OF ANY BOOKING AND THAT CAUSEWAY COAST & GLENS BOROUGH COUNCIL RESERVES THE RIGHT TO REFUSE BOOKINGS**.

Do you have your own Public Liability Insurance? Yes NoIf yes, please give details below: |
| **Name of Company:** |  |
| **Policy Number:** |  |
| **Expiry Date:** |  |
| **All groups hiring the Hall must carry their own Public Liability Insurance.** |
| I/We have read and understood the above Conditions of Hire and hereby agree to hire the Town Hall, on the above date(s) for the subject to the terms and conditions of letting. |
| **Sign:** |  | **Date:** |  |
| **Print:** |  |
| **BOOKING FORMS WITHOUT A RELEVANT SIGNATURE CANNOT BE ACCEPTED** |
| **On behalf of: Group / Organisation Name (if applicable)** |  |

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| **OFFICE USE ONLY** |
| **Booking Form:** |
| **Date** **Sent:** |  | **Date Returned:** |  |
| **Payment:** |
| **Total Cost, less discount (if applicable)** |  |
| **Type:** | **Invoice Date:** | **Invoice Number:** | **Date Paid:** | **Receipt Number:** |
| **Cheque:** |  |  |  |  |
| **Cash:** |  |  |  |  |
| **Credit/Debit Card:** |  |  |  |  |
| **BACS:**  |  |  |  |  |

Please return completed application form and relevant payment to:

Town Hall Bookings

Civic Facilities

Causeway Coast & Glens Borough Council

7 Connell Street

LIMAVADY

BT49 0HA

 (028) 7772 2226

**Email:** townhallbookings@causewaycoastandglens.gov.uk