

**Market Drayton Town Council**

Town Hall, 18 Frogmore Road, Market Drayton, Shropshire, TF9 3AX

Tel: 01630 653364 - Email: admin@marketdrayton.gov.uk

**COUNCIL CHAMBER BOOKING FORM**

**HIRER’S DETAILS**

DATA NOTE: You agree that information will be used solely for the purpose contacting you regarding this booking.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Telephone: |  |
| Email: |  |
| Address:  |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| Date required: |  |
| Time required: |  |
| Estimated Number of Attendees: |  |
| Type of Event:(e.g. Meeting, Conference, etc) |  |
| Is this a commercial/profit making booking?If so, we will need to see your Public Liability Insurance details, which should accompany this form. |  |
| Copy of Insurance details: |  |
| Health & Safety Policy: |  |

**TOTAL HIRE CHARGE: £\_\_\_\_\_\_\_\_\_\_\_\_**

All bookings are subject to availability. Confirmation will be made to you once the form has been processed.

Please confirm that you have read the Policy and Conditions of Hire for Council owned assets, and facilities:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments can either be made in cash at our office, by cheque payable to \*Market Drayon Town Council’ or direct into our bank account:

Account No: 78317801 Sort Code: 40-51-62 Ref: Name and Date of hire

|  |
| --- |
| **Office Use Only:**Correct Fee Calculated – Yes/No Public Liability Insurance received – Yes/No Processed BY; \_\_\_\_\_\_\_\_Health & Safety Policy received – Yes/No Entered in Diary – Yes/No |