



TOWN HALL BOOKING FORM

The Town Hall is owned and managed by the Town Council.

Please read the Rules for Hire before completing this form and return a completed and signed form to the Town Clerk. Forms can be posted, emailed or left in the letterbox at the Town Hall. Please check with the Town Clerk that the dates/times you are requesting are available.

Dates/Times you wish to hire the Hall:

Date:

From:

To:

The kitchen is available for the use of the Hirer throughout the hire period.

Description of the Event:

Is there a charge for those attending the event: Yes/No Are you a registered charity: Yes/No

Is the event Open to the General Public: Yes/No

Will you provide Food: Yes/No

Maximum number of people attending:

The Hall Hire charge is £7.00/hour. Please submit payment with booking form unless you are a regular hirer and alternative arrangements have been previously agreed.

Electricity cards are £3.00/each – please state how many you would like to order and include payment.

Please provide the following details for the Hirer:

Town Clerk: Mrs Sarah Hunt
58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH
Email: Clerk@stalhamtowncouncil.org

Telephone: 07881638145

Name:

Address:

Telephone Home:

Mobile:

Email:

This booking form and the Rules for Hire make up an agreement between the Hirer and the Town Council.

Signed for and on behalf of the Hirer:

BACS Payments can be made to:

Unity Bank – Account Name: Stalham Town Council

Account Number – 20439693

Sort Code – 60 83 01