



Broadstairs & St Peter's Town Council

Pierremont Hall
Broadstairs, Kent CT10 1JX

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BOOKING FORM - PIERREMONT VENUES

This hiring agreement must not be completed by any person under age 18

PLEASE COMPLETE **ALL SECTIONS**. Returning this completed form to the Town Council Office, is taken as a booking. There is no other confirmation, please keep a copy.

An invoice will usually be sent as a reminder, prior to your booking; please pass to the treasurer for payment if necessary.

FACILITIES	<i>Please TICK or COMPLETE ALL BOXES AS REQUIRED</i>	
Venue 1: PARK HALL <i>Ground floor</i> <i>Pierremont Park. [detached wooden building to right of Pierremont Hall]</i>		
Venue 2: COUNCIL CHAMBER <i>Ground floor</i> <i>Pierremont Hall.</i>		
▪ DAY & DATE(S) OF FUNCTION <i>*If more than one date – please tick, then complete reverse page</i>		
▪ TYPE OF FUNCTION <i>i.e. meeting with speaker, Reception, Slide show, AGM etc.</i>		
▪ ESTIMATED NUMBER OF PEOPLE EXPECTED : <i>[Please indicate room layout if other than normal meeting.]</i>		
▪ HOURS OF HIRE REQUIRED [minimum 3 hours] <i>[Estimated opening to closure times for caretaker please]</i>	from :	to:
▪ START & FINISH TIMES OF ACTUAL EVENT	from :	to:
▪ INSURANCE – Public Liability cover is required. Please give details of your own policy. <i>[If none, please state]</i>		
▪ Use of OHP & SCREEN <i>[£5 hire charge]</i>		
▪ Use of SLIDE PROJECTOR & SCREEN <i>[£5 hire charge]</i>		
▪ REFRESHMENT FACILITY - Please state numbers expected to take refreshment if different to no's attending. <i>[drinks charged @ 25p/27p each per head]</i>		

In connection with this hiring I hereby agree to the conditions of hire as attached. I also agree that I and any organisation I may represent will jointly and severally indemnify Broadstairs & St Peter's Town Council against all actions, claims, demands, damages and proceedings arising out of or in connection with the use of the said premises on the occasion of such hiring, except to the extent that such actions, claims, demands, damages and proceeding may arise out of the negligence of the Council, its Officers or servants.

CONTACT/INVOICE TO BE SENT TO THE FOLLOWING:

..... [NAME]
 [ORGANISATION]
 [ADDRESS]

 [TEL.NO]

OFFICE USE ONLY
DOB
INITIALS
INVOICE NO

