

Kendal Town Hall Booking form

Please fill in ALL sections.

ORGANISATION DETAILS	
Name of organisation:	
Organiser/secretary details	Treasurer/invoice to be sent to:
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Mobile:	Mobile:
Email:	Email:
Is your organisation a registered charity? yes <input type="checkbox"/> no <input type="checkbox"/>	Registered charity number:

PUBLIC LIABILITY INSURANCE	
If your organisation has its own public liability insurance, please provide a copy of the certificate at least one month prior to your meeting or event.	
Public Liability Insurer:	Policy Expiry Date:
If not, you must use the council's insurance at a cost of 16% of your room hire charge, plus 6% tax. Please note that if this section is not filled in, we do not receive a copy of the certificate, or the certificate is out of date, you will be automatically charged for using the council's insurance.	
Public Liability Insurance certificate is: Attached <input type="checkbox"/> To follow <input type="checkbox"/> (delete as appropriate)	

Please continue overleaf to complete your booking details.
Please complete any other requirements on a separate piece of paper.

FOR OFFICE USE ONLY		
Date of booking:	Form received:	Debtors reference:
Confirmation sent:	Amount paid:	Entered onto Outlook:
Date paid:	List of stewards (if applicable):	Invoice no./BPIS no.:
Evacuation chair training (if req):	Receipt no.:	

Kendal Town Hall Booking form (cont.)

DATE AND EVENT DETAILS	
Day:	Date:
Title of event/meeting:	
Full description including room layout:	
Number of people attending:	
Maximum number of people at any one time:	

PUBLIC INFORMATION (IF APPLICABLE)		
Open to the public?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Event opening times	from:	to:
Ticket prices:		
Available from:		
Publicity or advertising information:		

EQUIPMENT - ASSEMBLY ROOM ONLY		
	please tick	FOR OFFICE USE
Upright piano (also available in the Georgian Room)		
Steinway piano		
Stage lighting equipment		
PA system		
CD sound system		
Stage extension		
Catwalk		
Loop system		

EXTERNAL CHAIR HIRE		
	Quantity	FOR OFFICE USE
Plastic folding chairs		

TERMS/CONDITIONS	
I am/we are over the age of eighteen years and apply for use of the facilities of the Town Hall, Kendal as completed on this form. I/we confirm that I/we have read a copy of the council's Conditions of Hire and that I/we agree to abide by them. I/we further indemnify the council against all claims arising as a result of my/our non-compliance with the Conditions of Hire. I/we have completed a Risk Assessment for our event.	
Signed:	Date:

ROOM INFORMATION			
Room	Time in	Time out	FOR OFFICE USE
Assembly Room			
Chairman's Room			
Council Chamber			
Georgian Room			
Highgate Room			
Kent Room			
Lowther Room			
Romney Room			
Town Council Chamber			

REFRESHMENTS INFORMATION							
Fairtrade tea/coffee and fruit tea. Served in 10-cup flasks. Fruit juice by the 7-glass jug.							
Number flasks/jugs and times							
	No.	Time:	No.	Time:	No.	Time:	FOR OFFICE USE
Tea							
Coffee							
Orange							
Apple							
Water							

BUFFETS
Please ring the Town Hall office to discuss buffet arrangements.

EQUIPMENT - ALL ROOMS		
	please tick	FOR OFFICE USE
Tablecloths		
Projector and screen		
Projector Stand		
Flipchart stand		
Crockery hire		
Wi-fi		