



Kendal Town Hall

Booking Form

Please return to:

Kendal Town Hall, Highgate, Kendal, Cumbria LA9 4DL

Email: kendaltownhallbookings@westmorlandandfurness.gov.uk

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 ☐ no ☐	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:
Public Liability Insurance certificate is: Attached ☐ To follow ☐ (delete as appropriate)	

Licensed bar to sell alcohol at Kendal Town Hall	
Do you require a licensable bar for events at Kendal Town Hall? – if yes, applications to have a licensable bar require a TENS, request for TENS are available from the Licensing Department of Westmorland and Furness Council, please refer to www.westmorlandandfurness.gov.uk/temporary-event-notice	
Yes ☐	No ☐

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.:	

Please continue overleaf to complete your booking details.

Please complete any other requirements on a separate piece of paper.



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 ☐	no ☐
Event opening times	from:	to:
Ticket prices:		
Available from:		
Publicity or advertising information:		

Equipment - Assembly Room only		
	please tick	FOR OFFICE USE
Steinway piano		
Stage lighting equipment		
PA system		
CD sound system		
Stage extension		
Catwalk		
Loop system		

Total Price - Office Use Only		
Room Hire	Extras	Total

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:

Acceptance of Prices	
I confirm that I accept the quoted prices for my booking, if applicable you will be charged separately for PRS/PPL licensing	
Signed:	Date:

Room information			
Room	Time in	Time out	FOR OFFICE USE
Assembly Room			
Chairman's Room			
Council Chamber			
Georgian Room			
Highgate Room			
Lowther Room			
Town Council Chamber			

Refreshments information							
Fairtrade tea and coffee. Served in 10-cup flasks.							
Number flasks/jugs and times							
	No.	Time:	No.	Time:	No.	Time:	FOR OFFICE USE
Tea							
Coffee							
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, paper & pens		
Crockery hire		
Wi-fi		