



COWBRIDGE WITH LLANBLETHIAN TOWN
COUNCIL FACILITY BOOKING FORM

CONTACT DETAILS			
Contact Name(s):			
Organisation Name:			
Contact Address:		Invoice Address: (if different from contact address)	
Email Address:			
Contact Telephone:	Home:	Work:	Mobile:
FACILITY INFORMATION			
Name of Room(s) Required: (Main Hall / Lesser Hall / Chamber / Robing Room)			
Dates Required:			
Event Name:			

[Type here]

Approximate Numbers:						
Is this a commercial, profit making event?:		Is your organisation voluntary?:				
Is your organisation a registered charity? If so please provide Charity Registration no:		Does your organization have Public Liability Insurance? Please supply a copy for our records:				
Seating Layout Required:	Boardroom Style	Theatre Style	Workshop Style	U-Shape Style		
Times Required:	Time of Arrival:					
	Event Start Time:					
	Event End Time:					
	Time of Departure:					
Additional Requirements:	Kitchen	Flipchart	Piano	PA System	Stage Lighting	Projector Stand/Screen
Preferred Payment Method:	Cash			<u>Details if paying by Bank Transfer/BACS:</u> Bank: Lloyds Bank plc Account Name: Cowbridge with Llanblethian Town Council Account Number: 01808726 Sort Code: 30-91-18		
	BACS/Bank Transfer					
	Cheque (please make payable to Cowbridge with Llanblethian Town Council)					

CONDITIONS OF HIRE
To be read in conjunction with full Terms and Conditions of Hire

I/We agree to adhere to the following terms and conditions:

1. Parties using the Hall shall indemnify Cowbridge with Llanblethian Town Council against claims for death, injury or loss of property in the event of either competitors or spectators. All damage (including injury to the walls, ceilings, floors, pictures, glass or furniture therein) and no nails, screws or hooks shall be inserted in the walls nor should adhesive material, liable to damage surfaces of walls or any other part of the building;
2. To give 14 days' notice for cancellation of booking. Failure to do so may result in loss of booking fee;
3. Not to place or permit to be placed any obstruction in passages, doorways or fire exits;
4. To agree to have themselves and all of their equipment removed from the Hall within the period of time stated on the booking form, and any rubbish removed. A fee of £25 will be charged for any rubbish left onsite;
5. That all toilets and any other rooms included in the booking are left in a clean and tidy state;
6. If in breach of terms and conditions, understand that we may be required to leave the Hall and forfeit the booking fee;
7. To provide adequate supervision for bookings to ensure the proper conduct of patrons during the hiring and to expel any person acting in a disorderly manner;
8. That payment must be received prior to your booking being confirmed. No payment, no booking.
9. **COMPLETION OF THIS FORM DOES NOT CONSTITUTE AN ACCEPTANCE OF CONFIRMATION OF ANY BOOKING AND THAT COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL RESERVES THE RIGHT TO REFUSE BOOKINGS**

Town Hall Lift

The Hirer shall nominate a "responsible person" who should supervise the use of the lift by persons using mobility scooters or those transporting equipment and on other occasions deemed appropriate. The responsible person is liable for ensuring that the weight limit for the lift is strictly adhered to. The Hirer will be held responsible and accepts full responsibility for any damage done to the lift during the period of his/her hire of the halls and the expenses of making good the same.

In the event of a fire the "responsible person" shall help and support those vulnerable down the stairs. (If requested, training on the evac chair can be arranged)

I have read the Terms and Conditions laid down by the Council annexed and understand their meaning and I agree to observe and abide by them. In particular I appreciate:



1. that I am not to sub-let the hall(s); and
2. that I am responsible for all damage; and
3. that the Council will not be responsible in any way for claims arising out of the hiring.

Sign:		Date:	
Print:			

Notes

1. Information which has been provided by the hirer on this form will only be available to office staff and caretakers unless otherwise authorised by the hirer.
2. Free wi-fi is available to hirers of the Town Hall subject to fair usage. The hirer will be liable for any additional charges incurred due to excessive use of the system. The username and password can be obtained from notices around the Town Hall.

Please return completed application form and relevant payment to:

Cowbridge Town hall 01446  773385
High Street
Vale of Glamorgan 
CF71 7AD
enquiries@cowbridge-tc.gov.uk

Office Use Only

Booking Form:

Date Sent		Date Returned	
-----------	--	---------------	--

Payment:

Total Cost				
Type:	Invoice Date:	Invoice Number:	Date Paid:	Receipt Number:
Cheque				
Cash				
BACS				

Cowbridge with Llanblethian Town Council is committed to protecting your privacy and personal information. Details that you submit via this booking

[Type here]

*form will be held in line with Cowbridge with Llanblethian Town Council
Privacy Policy Copies of this policy are also available on request from
Town Hall, Cowbridge, Vale of Glamorgan, CF71 7AD – 01446 773385,
assistanttownclerk@cowbridge-tc.gov.uk*