



## Function Hall Hire Application

Hiring the South Holland Centre's Function Hall

Please print, complete, sign and return this form to hire the South Holland Centre's Function Hall

**THE EVENT:**

Event name or type of event:  
EG meeting, dinner dance,  
workshop, party, seminar etc

|  |
|--|
|  |
|--|

**THE HIRING PERIOD:**

Date(s) of the event(s)

|  |
|--|
|  |
|--|

**TIMES:**

|                       |                                |
|-----------------------|--------------------------------|
| WHEN WILL YOU ARRIVE? | START TIME OF EVENT            |
| FINISH TIME OF EVENT  | WHEN WILL THE ROOM BE VACATED? |

**ESTIMATED NUMBER OF PEOPLE ATTENDING:**

|  |
|--|
|  |
|--|

**ROOM LAYOUT:**

Please tick

|  |  |                                |  |
|--|--|--------------------------------|--|
| CLEAR FLOOR                              |  | BOARDROOM                      |  |
| THEATRE STYLE                            |  | CABARET STYLE:<br>ROUND TABLES |  |
| CABARET STYLE:<br>OBLONG / SQUARE TABLES |  | OTHER                          |  |

**SERVICES REQUIRED:**

Please tick all that apply

**\*CATERING**

Where catering is requested (ticked), we will pass your details to our contract catering company, Resolution Pubs, who will contact you regarding your requirements.

|                                |                  |                   |  |
|--------------------------------|------------------|-------------------|--|
| CATERING                       | <i>*see note</i> | BAR               |  |
| PORTABLE STAGE                 |                  | MICROPHONE        |  |
| MULTI-MEDIA PROJECTOR & SCREEN |                  | LARGE SCREEN ONLY |  |
| FLIPCHART (S)<br>PAD & PENS    |                  | WiFi              |  |
| PIANO                          |                  | DRESSING ROOM     |  |
| BOX OFFICE<br>TICKET SERVICE   |                  | OTHER             |  |



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**FINANCIAL ADMINISTRATION CONTACT:**

*If different from The Hirer*

*Name  
Address  
Email  
Telephone*

**THE HIRER:**

*Name  
Organisation you represent (if applicable)  
Address  
Email  
Telephone*

|  |                    |
|--|--------------------|
| <b>I HAVE READ AND AGREED THE TERMS &amp; CONDITIONS OF HIRE</b> | <i>Please tick</i> |
|--|--------------------|

**CONTRACT:**

Unless otherwise stated, the Hire Charge payable by the Hirer shall be the rate applicable at the time of the event which shall not be less than the charges shown on the schedule of charges.

I make application for the use of the South Holland Centre at the scale of charges current on the date of the event. I am aged 18 or over and have read and agreed the terms and conditions of hire. I understand that once this application is confirmed by the Council I shall be bound by the terms of conditions of hire.

*Authorised signature*

*Date*

Please return completed form to:  
South Holland Centre, Technical and Operations Manager, Market Place, Spalding, Lincolnshire PE11 1SS.  
For enquiries or assistance please contact 01775 764777 or email [shcentre@sholland.gov.uk](mailto:shcentre@sholland.gov.uk)

**OFFICE USE ONLY:**

*Estimated charges:*

|                          |  |
|--------------------------|--|
| <i>Deposit required?</i> |  |
| <i>Date paid</i>         |  |
| <i>Amount paid</i>       |  |
| <i>Receipt number</i>    |  |

*Notes:*