



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: ROUND TABLES	
CABARET STYLE: OBLONG / SQUARE TABLES		OTHER	

SERVICES REQUIRED:

Please tick all that apply

***CATERING**

Where catering and/or bar is requested (ticked), we will pass your details to our contract catering company, 'Spalding Catering Company Ltd', who will contact you regarding your requirements.

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

I HAVE READ AND AGREED THE TERMS & CONDITIONS OF HIRE	<i>Please tick</i>
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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, Operations Manager, Market Place, Spalding, Lincolnshire PE11 1SS.
For enquiries or assistance please contact 01775 764819 or email shcentre@sholland.gov.uk

OFFICE USE ONLY:

Estimated charges:

Deposit required?

Date paid

Amount paid

Receipt number

Notes: