



## Lounge Bar Hire Application

Hiring the South Holland Centre's second floor lounge area

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

**THE EVENT:**

*Event name or type of event:  
EG drinks reception, meeting etc*

**THE HIRING PERIOD:**

*Date(s) of the event(s)*

**START TIME OF EVENT:**

**WHAT TIME WILL YOU ARRIVE:**

*To set up room / prepare if applicable*

**FINISH TIME OF EVENT:**

*When the room will be vacated*

**ESTIMATED NUMBER OF PEOPLE ATTENDING:**

**SERVICES REQUIRED:**

*Please tick all that apply*

**\*CATERING**

*Where catering is requested (ticked), we will pass your details to our contract catering company, 'The Castle Café & Bar Ltd', who will contact you regarding your requirements.*

CATERING	<i>*see note</i>	FLIPCHART(S) PAD & PENS	
BAR		WiFi	
BOX OFFICE TICKET SERVICE		OTHER	



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### FINANCIAL ADMINISTRATION CONTACT:

*If different from The Hirer*

*Name*

*Address*

*Email | Telephone*

### THE HIRER:

*Your Name*

*Organisation you represent (if applicable)*

*Address*

*Email*

*Telephone: landline | mobile*

*Website*

**I HAVE READ AND AGREED THE  
TERMS & CONDITIONS OF HIRE**

*Please tick*

### 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](mailto:shcentre@sholland.gov.uk)

### OFFICE USE ONLY:

*Estimated charges:*

*Deposit required?*

*Date paid*

*Amount paid*

*Receipt number*

*Notes:*

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