



Meeting Room Hire Application

Hiring the South Holland Centre's basement Meeting Room

Please print, complete, sign and return this form to hire the South Holland Centre's Meeting Room.

THE EVENT:

Event name or type of event:
EG meeting, training, course,
creative activity, reception 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:

ROOM LAYOUT:

Please tick

CLEAR FLOOR	<input type="checkbox"/>	BOARDROOM	<input type="checkbox"/>
THEATRE STYLE	<input type="checkbox"/>	HORSESHOE	<input type="checkbox"/>
CLASSROOM	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

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	<input type="checkbox"/>	MULTI-MEDIA PROJECTOR & SCREEN	<input type="checkbox"/>
WiFi	<input type="checkbox"/>	FLIPCHART (S) PAD & PENS	<input type="checkbox"/>
BOX OFFICE TICKET SERVICE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>



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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

OFFICE USE ONLY:

Estimated charges:

Deposit required?

Date paid

Amount paid

Receipt number

Notes: