



## Screening Room Hire Application

Hiring the South Holland Centre's basement Screening Room for Cinema Parties

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

**THE EVENT:**

*EG children's cinema party,  
private screening*

**THE HIRING PERIOD:**

*Please state the date(s) of the event(s)  
including the 4 hour hiring period*

<i>Date</i>	<i>Arrival time</i>	<i>Departure time</i>
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**ESTIMATED NUMBER ATTENDING:**

<i>Adults</i>	<i>Children</i>
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**CATERING REQUIRED:**

*please tick*

*Where catering is requested, we  
will pass your details to our contract  
catering company, 'Spalding Catering  
Company Ltd', who will contact you  
regarding your requirements.*

<b>Yes</b>		<b>OR</b>	<b>No</b>	
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**THE HIRER:**

*Your Name  
Name of organisation (if applicable)  
Address  
Email  
Telephone: landline | mobile*

*Hirers details*

<b>I HAVE READ AND AGREED THE TERMS &amp; CONDITIONS OF HIRE</b>	<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](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:*