



Wedding 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

WHO IS GETTING MARRIED:

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DATE OF WEDDING:

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OPTIONS FOR HIRE:

Please tick

WEDDING DAY SPECIAL PACKAGE	<input type="checkbox"/>	OR	BY THE HOUR	<input type="checkbox"/>
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TIMES:

ACCESS TIMES IF KNOWN <i>Eg. for disco, florist</i>	WHEN WILL YOUR GUESTS ARRIVE?
FINISH TIME OF EVENT	WHEN WILL THE ROOM BE VACATED?

ESTIMATED NUMBER OF PEOPLE ATTENDING:

DAYTIME	EVENING
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ROOM LAYOUT:

ROUND TABLES	OBLONG / SQUARE TABLES
OTHER	

SERVICES REQUIRED:

Please tick all that apply

CATERING	<input type="checkbox"/>	BAR	<input type="checkbox"/>
	<i>*see note</i>		
PORTABLE STAGE	<input type="checkbox"/>	MICROPHONE	<input type="checkbox"/>
MULTI-MEDIA PROJECTOR & SCREEN	<input type="checkbox"/>	LARGE SCREEN ONLY	<input type="checkbox"/>
PIANO	<input type="checkbox"/>	WiFi	<input type="checkbox"/>
DRESSING ROOM	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

***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.



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THE HIRER:

Name
Address
Email
Telephone

FINANCIAL CONTACT:

If different from The Hirer
Name
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: