



BRAUNSTONE TOWN COUNCIL
www.braunstonetowncouncil.org.uk

Darren Tilley – Chief Executive & Town Clerk
BRAUNSTONE CIVIC CENTRE Kingsway, Braunstone Town, Leicester LE3 2PP

Civic Centre Reception & Bookings, Customer Service Shop
Thorpe Astley Community Centre Bookings
 Email: enquiries@braunstonetowncouncil.org.uk

Tel: 0116 2890045
Tel: 0116 2890704
 Fax: 0116 2824785

APPLICATION FOR ROOM HIRE BOOKING FORM

ORGANISATION or CUSTOMER'S FULL NAME	NATURE OF FUNCTION KEEP ROOMS VENTILATED THROUGHOUT FUNCTION	CONTACT NAMES
ADDRESS	TELEPHONE NUMBER	EMAIL
DAY & DATE REQUIRED (IF BOOKING MULTIPLE DATES AN END DATE MUST BE PROVIDED)		PURCHASE ORDER NUMBER
BAR REQUIRED (PLEASE COMPLETE BAR FORM) Y OR N	START TIME- INCLUDING SET UP	END TIME-INCLUDING CLEAR AWAY
NUMBER OF PEOPLE ATTENDING	NAME OF ROOM(S) REQUIRED	LAYOUT
REFRESHMENTS HOT FLASK- FREE TEA/COFFEE/MILK/SUGAR/BISCUITS, PER PERSON, 50p Inc. vat () BOTTLED WATER PER BOTTLE 65p Inc. vat ()		EQUIPMENT REQUIRED PER SESSION OHP (not available at Thorpe Astley) £4.10 Inc. vat () FLIP CHART £4.10 Inc. vat () TV/VIDEO (not available at Thorpe Astley) £4.10 Inc. vat ()
ADDITIONAL INFORMATION/COMMENTS		

CANCELLATION OF LETTING:

Should the hirer cancel the booking, the deposit of £100 or total cost of the room hire shall be forfeited. All cancellations must be notified in writing.

The Council reserves the right to cancel any booking whilst it is taking place if, in their opinion, this proves to be necessary. If any booking is cancelled the hire fees will be refunded but the Council shall not be liable to pay any compensation to any person in respect of such cancellation,

Should the Council, before a function commences, be of the opinion that it is likely to be of an objectionable and undesirable nature, it shall have full power to cancel the booking and return the hire fees and shall not be liable to pay compensation.

I hereby apply for the hire of accommodation From Braunstone Town Council at either the Braunstone Civic Centre Kingsway, Braunstone Town, Leicester LE3 2PP or Thorpe Astley Community Centre, Lakin Drive, Thorpe Astley, Leicester and other items as indicated. I have read, and agreed to abide by and conform to the Regulations and Conditions of hire. I am aware that this is a confirmed booking and NOT a provisional.

DATA PROTECTION:

By hiring our facilities, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your booking and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which set out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed:..... Date:.....
 (If sending the form back via email, a typed name will constitute as agreement to the above)

Signed:..... Date:.....
 (Signed on behalf of organisation)

DATE ENTERED ON COMPUTER	ATTACH A BOOKING CONFIRMATION TO BOOKING FORM	INITIALS OF STAFF
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