

Lesley Bramwell
Town Clerk

NEW MILLS TOWN COUNCIL
In the High Peak of Derbyshire

Town Hall, New Mills, High Peak, SK22 4AT
Tel: 01663 743434 Fax: 01663 743110
email: admin@newmillstowncouncil.org.uk



Town Hall Room Booking Form

Name of Organisation: _____

Name & Address: _____

(of person making the application) _____

_____ Postcode: _____

Name & Address for Invoice: _____

(if different from above) _____ Postcode: _____

Contact Details: Email _____

Telephone: _____ Mobile: _____

I wish to apply to hire the following rooms (delete as applicable).

Please note: the Library Lecture Room must be hired if you wish to use the kitchen.

Room	Date(s) required	Time from**	Time Until**
Large Hall			
Library Lecture			
Council Chamber			

**** Please note the preparation before, and the clear up after your event MUST be factored into the overall time of your booking.**

Type of Function: _____

Maximum Attendance: _____

Room Capacity: Large Hall – 250 Persons All Standing, 200 Persons with Chairs only, 150 Persons with Tables & Chairs. Library Lecture Room: 40 Persons with Chairs only, 36 Persons with Tables & Chairs

Music

Is music to be played at your event? _____

What type of Music is to be played? _____

The hirer must comply with PRS and/or PPL Regulations if relevant. If a music licence is required a copy must be provided to the Council.

Licence

Do you intend to sell or supply alcohol at your event? _____

If yes, a temporary events notice **MUST** be obtained from High Peak Borough Council and a copy sent to us. A licence is not required if you and your guests bring your own alcohol.

Food

Do you intend to prepare or supply food? _____

If yes, please provide name and contact details of the person responsible for catering:

Office Use Only

Music licence required? _____ Copy Received? _____

TEN required? _____ Copy received? _____

Damages deposit required? _____ Received? _____ Returned? _____

Invoice number _____

Please note:

1. If the application is granted the Conditions of Hire, a copy of which will be supplied, **MUST** be complied with and it is accepted as the responsibility of the hirer to do so.
2. **All hiring fees, are to be paid no later than 7 working days before the event is to take place.**
3. If a concessionary charge is agreed, proof of eligibility will be requested before the event. A copy of the accounts for the evening / year showing profit or loss and donations made may also be requested by the Council to confirm your organisation's eligibility for these discounts.

Signed _____ On behalf of _____

Address _____

Telephone number _____