



BOOKING FORM - PUBLIC HALL COMPLEX

Contact Name:	
Company Name:	
Invoice Address:	
Telephone Number:	
Email Address:	

Name of Event: (To be used on notice boards etc.)	
Description of Event:	

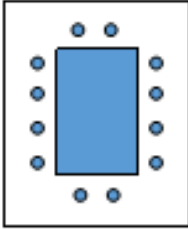
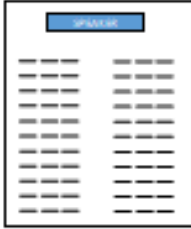
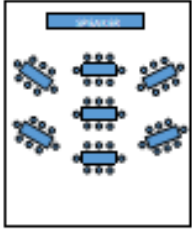
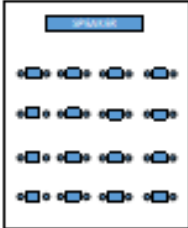
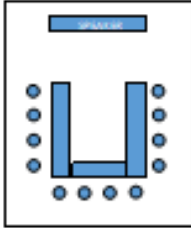
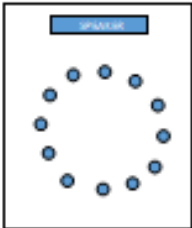
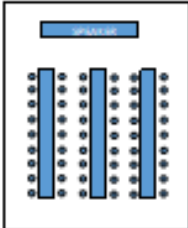

Number of People Attending:									
Date(s):									
Time(s) Required:	<table border="1"> <tr> <td>Morning Session: 09:00-13:00</td> <td></td> </tr> <tr> <td>Afternoon Session: 13:30-17:00</td> <td></td> </tr> <tr> <td>Evening Session: 18:00-22:00</td> <td></td> </tr> <tr> <td>All Day</td> <td></td> </tr> </table>	Morning Session: 09:00-13:00		Afternoon Session: 13:30-17:00		Evening Session: 18:00-22:00		All Day	
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Room(s) Required:

Public Hall* (max seating 300)	
Wheal Phoenix Room (max seating 40)	
Hobhouse Room (max seating 35)	
New Liskeard Room (max seating 25)	
Quimperle Room (max seating 40)	
Council Chamber (max seating 30)	
Semi-commercial kitchen (located between Public Hall and Wheal Phoenix Room)	

<i>*Will you require the use of the lift to the Public Hall stage? Key fob to be supplied</i>	
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Layout:	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr><td style="width: 80%;">Boardroom</td><td style="width: 20%;"></td></tr> <tr><td>Theatre Style</td><td></td></tr> <tr><td>Cabaret</td><td></td></tr> <tr><td>Classroom</td><td></td></tr> <tr><td>U-Shape</td><td></td></tr> <tr><td>Circle of Chairs</td><td></td></tr> <tr><td>Banquet</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 30%;">  <p>Boardroom</p> </div> <div style="width: 30%;">  <p>Theatre Style</p> </div> <div style="width: 30%;">  <p>Cabaret</p> </div> </div> <div style="display: flex; justify-content: space-around; text-align: center; margin-top: 10px;"> <div style="width: 30%;">  <p>Classroom</p> </div> <div style="width: 30%;">  <p>U Shape</p> </div> <div style="width: 30%;">  <p>Circle of Chairs</p> </div> </div> <div style="display: flex; justify-content: space-around; text-align: center; margin-top: 10px;"> <div style="width: 45%;">  <p>Banquet</p> </div> <div style="width: 45%;">  <p>Other <small>(Please supply diagram)</small></p> </div> </div> <p style="text-align: center; margin-top: 10px;">Subject to room size, number of delegates and availability of tables</p>	Boardroom		Theatre Style		Cabaret		Classroom		U-Shape		Circle of Chairs		Banquet		Other	
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If Other, please supply additional information:																	
Approximate number of Tables:																	
Approximate number of Chairs:																	

Additional Requirements (Inc VAT):	<table border="1"> <tr><td>Projector - £14.40</td><td></td></tr> <tr><td>Flipchart, Easel & Pens - £12.00</td><td></td></tr> <tr><td>Additional Flipchart Pad - £12.00</td><td></td></tr> <tr><td>Portable Screen - £12.00</td><td></td></tr> <tr><td>Wine Glasses (250) - £3.60</td><td></td></tr> <tr><td>Bar in Wheal Phoenix Room for the sale of intoxicating liquor - £14.40</td><td></td></tr> <tr><td>Additional charge after 22:00 per hour - POA</td><td></td></tr> </table>	Projector - £14.40		Flipchart, Easel & Pens - £12.00		Additional Flipchart Pad - £12.00		Portable Screen - £12.00		Wine Glasses (250) - £3.60		Bar in Wheal Phoenix Room for the sale of intoxicating liquor - £14.40		Additional charge after 22:00 per hour - POA									
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Any other special requirements or information: (I.e. will you be providing any food?)	
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Would you like us to promote your booking via our Visit Liskeard website? www.VisitLiskeard.co.uk	
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Admin Notes (i.e. Rates):	
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<p>Copy of public liability insurance enclosed/attached in relation to Public Hall bookings:</p> <p><i>Indemnity: Third Party Charity/Small Event Public Liability cover provided to the hirer for any individual or group who hire the premises for non-commercial activities as being for the benefit of the local community.</i></p> <p><i>Indemnity will not be provided in relation to:</i></p> <ul style="list-style-type: none"> • Any commercial or business hire 	
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Liskeard Town Council



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| <ul style="list-style-type: none">• <i>Any individual, club, organisation, society or group who hire the premises on a regular weekly or monthly basis</i> | |
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Important Notes

- Please be as specific as possible when stating finishing times as the facilities team have the responsibility of securing the building each evening.
- If you require multiple rooms for a large booking then please complete one form per room to ensure that all requirements are met.
- Please kindly note that unless you have booked the 'clearing after event' then all rooms must be left as they were found and vacated by the end time of the booking. Additional charges may be made for the caretakers additional time and the cost of cleaning. All rubbish must be removed and taken away with the hirer after the event.
- Cancellation: The booking fee remains payable unless one month's notice is given in respect of the main Public Hall and one week in respect of other hirings.
- Smoking: Liskeard Town Public Hall complex is a strictly non-smoking site - including all external porches and passageways. This includes the use of items such as candles and all other smoke generating items or equipment which may trigger the fire alarm system. The use of electronic cigarettes or any other non-medical vapour inhaled substitutes is prohibited. Failure to comply with this regulation may result in a false activation of the fire alarm system, and the hirer being charged for any subsequent call out and alarm resetting fees. There will be no reimbursement for the hire of the hall fees.

In consideration of Liskeard Town Council letting the above premises in accordance with my/our application, I have agreed to observe the rules and regulations for the hire of the hall and have read the fire safety guidance notes. I agree to indemnify the authority against all sums of money, which the authority may have to pay by reason of any infringement of copyright occurring during the period of hire covered by this agreement. I am over 18 years of age.

Signed:	
Name:	
Date:	

Directions to Liskeard Town Council and The Public Hall

USING A SATNAV

Search: 3-5 West Street, Liskeard **PL14 6BW**.

Parking available in Westbourne Car Park (parking fees apply).

On foot, leave the car park via the West Street entrance and cross the road. Turn right and walk along the pavement towards The Parade. After 50 yards, you will see Liskeard Public Hall on your left.

TRAVELLING WEST FROM PLYMOUTH

Follow signs to Liskeard on A38. Take the A390 slip road exit towards Liskeard. At the first roundabout, take the second exit onto A390 and over the bridge. At the second roundabout, take the first exit on to Plymouth Road. Continue on straight on Plymouth Road driving through Castle Street and on to Pound Street - approximately 0.6 miles. At the mini roundabout, take the first exit towards the Parade. Immediately after the pelican crossing, turn right on to Barras Place merging in to West Street. The Public Hall is the large building with two flagpoles on your right. Continue 50 yards along West Street to Westbourne Car Park on your left (parking fees apply).

TRAVELLING EAST FROM BODMIN

Follow signs to Liskeard on A38. Take the first slip road signposted for Liskeard. Continue along New Road and B3254 until you reach a mini roundabout with SPAR convenience shop on your right. Take the first exit on to Barras Street. When approaching Barclays Bank to the right you will see a cross roads with The Fountain monument on your left. Turn left on to Barras Place merging in to West Street. The Public Hall is the large building with two flagpoles on your right. Continue 50 yards along West Street to Westbourne Car Park on your left (parking fees apply).

DISABLED PARKING

There are two disabled parking spaces located at the top entrance to Westbourne Car Park, 50 yards from Liskeard Town Council and The Public Hall. Five additional disabled parking spaces are also available at the bottom end of Westbourne Car Park near to the Co-op supermarket.

DISABLED ACCESS TO THE PUBLIC HALL

The Emily Hobhouse Room and Mayors Parlour are both located on the ground floor, accessed via the main entrance in West Street. There is a platform lift from the Public Hall Foyer to the main Public Hall, Wheel Phoenix Room and Council Chamber. A further stair lift can be used to access the Quimperle Room. The New Liskeard Room has limited disability access. There is a Changing Places toilet on the first floor (accessible via the lift) which is available when the hall is open, access is via NKS key.