



Liskeard Public Hall Booking Form

Section 1 - Applicant Details

Organisation name:	Telephone No:
Contact/Administrator name:	Email Address:
Charity Number (if applicable):	Are you VAT registered? Yes () No ()
Address:	Invoice Email Address (if different to above): Invoice Address (if different to opposite):
Is a purchase order number required for invoicing: Yes () No () PO Number:	

Section 2 - Event Details

Date(s) of booking:	Session times: 8.30am - 12.30pm () All day () 1pm - 5pm () Additional hour(s) () 5.30pm - 9.30pm ()
Anticipated start time: Please be as specific as possible to include any set up and clear down time.	Anticipated finish time:
Name of Event:	Anticipated number of attendees:
Description of event:	
Is your event open to the general public: Yes () No ()	
Will you be playing any live or recorded music at your event? Yes () No ()	
Will you be selling any alcohol at your event? Yes () No () A Temporary Event Notice (TEN) may be required by the hirer.	

Section 3 - Room(s) Required

Main Hall	Council Chamber
Emily Hobhouse Room	Mayor's Parlour
New Liskeard Room	Quimperle Room
Semi Commercial Kitchen	Wheal Phoenix Room
Exclusive Hire of the Public Hall Building Price available on request	

How would you like your room(s) laid out?

Please see our separate Room Layout Sheet, but if different, please provide a diagram.

Section 4 - Deposits and Cancellations

Deposits	To secure a booking of the Main Hall a 50% deposit (minimum £50) or payment of the full invoice if less than £100 is required at the time of booking.
Cancellations	Main Hall: One month's notice All other rooms: One week's notice

Hirers must leave rooms in the condition they were found.
Additional cleaning after an event will be charged at £25 per hour.

Section 5 - Additional Facilities Required

**All room hire charges include complimentary Wi-Fi, tables, chairs and basic set up of rooms.
All additional hire charges are inclusive of VAT where applicable at the current rate and are per session.
If you require audio or lighting, a qualified operator must be appointed which can be provided by us.**

Screen and Projector / Council Chamber Smart TV	£12	
Flipchart Pack (includes paper, easel and pens)	£6	
Tea and Coffee (per person, per session)	£1.20	
Tea, Coffee and Biscuits (per person, per session)	£1.50	
Tea and Coffee Making Facilities - Main Hall (up to 30 cups, saucers and side plates)	£10	
Washing Up - Council Chamber and Mayor's Parlour (up to 20 cups, saucers and side plates)	£3	
Performing Rights Fee (per performance)	£15	
Bar (for the sale or provision of alcohol)	£15	
Removal of Waste (over and above one bag of general waste and one bag of recyclables)	£24	
Hire of Hi Ball Glasses / Wine Glasses (per box of 12)	£4.50	
House Lighting (Main Hall)	£15	
Production Lighting (Main Hall)	£75	
Basic Audio Address (Main Hall)	£15	
Full Audio Address (Main Hall)	£48	
Blüthner Large Grand Piano (Main Hall)	£24	
Additional Hour (Main Hall)	£25	
Additional Hour (all other rooms)	£10	

Section 6 - Responsible Person

Please acknowledge that you have read and understood the 'Liskeard Public Hall Risk Assessment' by signing and returning a copy to **reception@liskeard.gov.uk**.

Liskeard Town Council reserves the right to request from hirers a more detailed risk assessment for large/or more complex events.

Name:

Address:

Email Address:

Telephone No:

Risk Assessment enclosed: Yes () No ()

Any individual, club, organisation, society or group who hire the premises.

Public Liability Insurance Certificate enclosed: Yes () No ()

Any individual, club, organisation, society or group who hire the premises on a regular weekly or monthly basis.

Safeguarding Policy enclosed: Yes () No ()

All organisations that work with, or come into contact with children or vulnerable adults.

Section 7 - Declaration

I confirm that I have received and read a copy of the Conditions of Hire. I will be responsible for all the Conditions of Hire and for paying the hire charge and any charges relating to damages or breakages. I am over 18 years of age.

Signed:

Date:

We are GDPR compliant. Please view our general privacy notice on our website **www.liskeard.gov.uk** or ask for a paper copy. By returning this booking form you give your consent for us to hold your data for the purposes of invoicing and communication relating to this hire only.