



bromsgrove council
www.bromsgrove.gov.uk

APPLICATION FOR HIRE OF THE SPADESBOURNE SUITE/COUNCIL CHAMBER

PLEASE COMPLETE IN BLOCK CAPITALS

NAME OF APPLICANT: _____

ORGANISATION: (if applicable) _____

ADDRESS: _____

_____ POST CODE: _____

TELEPHONE NO (Day-time) _____ (Evening) _____

DETAILS OF EVENT: _____
(E.G. Meeting, Concert, Party)

_____ NUMBERS ATTENDING _____

DAY/DATE REQUIRED: _____

PREPARATION TIME: (Time before event begins) FROM: _____ AM/PM

TIME EVENTS STARTS: _____ AM/PM TIME EVENT FINISHES: _____ AM/PM

TIME YOU WILL VACATE THE BUILDING: _____ AM/PM

PLEASE TICK _____ IF YOUR EVENT IS OPEN TO THE PUBLIC AND
INDICATE TIME AT WHICH THEY WILL BE ADMITTED: _____ AM/PM

PLEASE TICK _____ IF YOUR EVENT INCLUDES LIVE MUSIC

ACCOMMODATION AND FACILITIES REQUIRED

(Please indicate by ticking box)

Main Hall	<input type="checkbox"/>	Foyer Bar	<input type="checkbox"/>	Stage Lights	<input type="checkbox"/>
Balcony	<input type="checkbox"/>	Burcot Bar	<input type="checkbox"/>	Piano	<input type="checkbox"/>
Conservatory	<input type="checkbox"/>	Dressing Rooms	<input type="checkbox"/>	Chairs (No.)	<input type="checkbox"/>
Council Chamber	<input type="checkbox"/>	Stage	<input type="checkbox"/>	Tables (No.)	<input type="checkbox"/>
Equipment Hire – O.H.P / Screen, Flip Chart Stand, T.V./ Video.					
Refreshments/Catering	<input type="checkbox"/>	Prices upon application			

I hereby agree with the Bromsgrove District Council to hire the aforementioned facilities for the period specified in this application and to pay the hiring fee in accordance with the Council's current Schedule of Charges and hereby agree to undertake to pay any increased fee or charges that may become due and payable by me/us pursuant to any review of fees and charges carried out by the Council which relate to or affect my/our date of function hereby booked. I also agree that this hiring shall be in accordance with, and subject to, the conditions annexed hereto and shall be deemed to form part of this Agreement.

Date:

SIGNED: _____
Name and Capacity