

Approved at STC mtg 19.12.23

The Pavilion Hire Booking Form

Reference: ST1.3.1.6 Date / / 20

PLEASE PRINT

Name of Organiser:..... Mr / Mrs / Ms (or other).....

Contact Address:

.....

Telephone contact:(Mobile)(Email) wish(es) to hire the Pavilion

for the following purposeon

Date / / From : am / pm To : am / pm at a rate of £10* per hour.

* A charge for utilities usage will also be charged at 60p per unit.

It is anticipated the number of persons attending will be _____

Live / Recorded Music will / will not be played.

The caterers engaged for this event are / will be _____

A licenced bar facility will / will not operate during this function.

The hirer undertakes to compensate Stamford Town Council fully and upon demand for any and all damage caused during or as a result of this function.

A key deposit of £25 is required at the time of the booking. Cheques should be made payable to Stamford Town Council.

In the event of cancellation the deposit is non-refundable unless the room/s is/are re-let for the same date.

The charge for hire of The Pavilion will commence from the time the organiser(s) / guests / catering firm or florists first enter the building and ceases when all such persons have cleared up and finally left the building.

Signed on behalf of _____ (Please Print Name): _____