

BODMIN TOWN COUNCIL

MRM Ref.

APPLICATION FORM TO HIRE THE SHIRE HOUSE

PLEASE RETURN COMPLETED FORM TO:
**THE FACILITIES ADMINISTRATOR, BODMIN TOWN COUNCIL,
MOUNT FOLLY SQUARE, BODMIN, PL31 2DQ**

TEL: 01208 265982

FAX: 01208 264764

Until this form is received and any deposits paid, your booking is provisional. NB.
Please read carefully the Conditions of Letting.

DATE/S OF FUNCTION:

PURPOSE OF ROOM HIRE:

COMPANY NAME:	
INVOICE TO BE FAO:	
INVOICE ADDRESS:	
POSTCODE:	
CHARITY REF:	
CONTACT TEL NO:	
MOBILE NO:	
E-MAIL ADDRESS:	
PURCHASE ORDER NO.	

Signed:..... (Print Name.....)

ROOMS

First Floor – There is a stair lift if needed

- Dining Room
- Room 1 (Bederkesa Room)
- Room 3 (Le Relecq Kerhuon Room)

HIRE TIMES

The time of arrival..... and the time you will leave the premises.....

*Please note if the room is required after 8.30 p.m. there is a late locking charge of £15.00 plus VAT

Please enclose a copy of the following and tick to confirm the document is attached to your booking form.

Copy of Public Liability Insurance

ROOM LAYOUT

Each of the meeting rooms will be laid out in our standard meeting format which is in a meeting room style. Under no circumstances are you permitted to change the layout of these rooms. However, if you are hiring the Dining Room you can request the setting to be changed subject to a £5.00 plus VAT setting change.

Expected Number of Delegates

EQUIPMENT

- Projector (£10.00 plus VAT) Screen (£5.00 plus VAT)
- Television / Video or DVD Player (£10.00 plus VAT)
- OHP / Screen (£5.00 plus VAT)
- Flipchart (free of charge)

SELF SERVICE REFRESHMENTS

Tea /Coffee (45p per serving) – An instant drinks machine which includes various hot drinks. You will be invoiced the number of drinks used following the event.

SELF-CATERING KITCHEN (Free of Charge)

YES/NO – A small kitchen for making tea/coffee is available on the first floor where a kettle, cups and cutlery are provided. No charge will be made for the kitchen provided that it is cleaned after use. If the Council's staff have to clean the area there will be a charge of £25.00. You must bring your own tea, coffee, sugar, milk etc for use in the kitchen.

CATERING – (You may only use caterers on registered caterers list)

Catering Facilities are no longer provided in-house and in an effort to help with functions a list has been attached detailing Caterers who are prepared to offer catering for events in the Shire House Complex. They all have current liability cover and the relevant food and hygiene certificates.

Name of Contracted Caterer

Time of Delivery

**PLEASE NOTE THAT A CHARGE OF £25.00 WILL BE MADE TO COVER ANY
ADDITIONAL LABOUR AND CLEANING COSTS SHOULD THE ROOM BE LEFT IN AN
UNSATISFACTORY CONDITION.**