



**BRAUNSTONE TOWN COUNCIL**  
**Civic Centre, Kingsway, Braunstone Town,**  
**Leicester, LE3 2PP (Telephone 0116 2890045)**  
 www.braunstonetowncouncil.org.

**APPLICATION FOR ROOM HIRE**

**BOOKING FORM**

**enquiries@braunstonetowncouncil.org.uk**

<b>ORGANISATION / NAME</b>	<b>NATURE OF FUNCTION</b>	<b>CONTACT NAMES</b>
<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>	<b>EMAIL</b>
<b>DAY &amp; DATE REQUIRED (IF BOOKING MULTIPLE DATES A END DATE MUST BE PROVIDED)</b>		<b>PURCHASE ORDER NUMBER</b>
<b>BAR REQUIRED (PLEASE COMPLETE BAR FORM) Y OR N</b>	<b>START TIME- INCLUDING SET UP</b>	<b>END TIME-INCLUDING CLEAR AWAY</b>
<b>NUMBER OF PEOPLE ATTENDING</b>	<b>NAME OF ROOM(S) REQUIRED</b>	<b>LAYOUT</b>
<b>REFRESHMENTS</b>		<b>EQUIPMENT REQUIRED PER SESSION</b>
HOT FLASK-£3.80 PER FLASK INC VAT ( )	OHP- £3.80 INC VAT (not available at Thorpe Astley) ( )	
TEA/COFFEE ETC- 40P PER PERSON INC VAT ( )	FLIP CHART - £3.80 INC VAT ( )	
BISCUITS-35P PER PACKET INC VAT ( )	TV/VIDEO - £3.80 INC VAT (not available at Thorpe Astley) ( )	
BOTTLED WATER-60P PER BOTTLE INC VAT ( )		
<b>ADDITIONAL INFORMATION/COMMENTS</b>		

**CANCELLATION OF LETTING**

Should the hirer cancel the booking, the deposit of £100 or total cost of the room hire shall be forfeited. All cancellations must be notified in writing to the Executive Officer & Town Clerk.

The Council reserves the right to cancel any booking if, in their opinion, this proves to be necessary. If any booking is cancelled the hire fees will be refunded but the Council shall not be liable to pay any compensation to any person in respect of such cancellation,

Should the Council, before a function commences, be of the opinion that it is likely to be of an objectionable and undesirable nature, it shall have full power to cancel the booking and return the hire fees and shall not be liable to pay compensation.

I hereby apply for the hire of accommodation From Braunstone Town Council at either the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP or Thorpe Astley Community Centre, Lakin Drive, Thorpe Astley, Leicester and other items as indicated. I have read, and agreed to abide by and conform to the Regulations and Conditions of hire. I am aware that this is a confirmed booking and NOT a provisional.

Signed:.....  
 (If sending the form back via email, a typed name will constitute as agreement to the above)

Date:.....

Signed:.....  
 (Signed on behalf of organisation)

<b>DATE ENTERED ON COMPUTER</b>	<b>ATTACH A BOOKING CONFIRMATION TO BOOKING FORM</b>	<b>INITIALS OF STAFF</b>
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