



**Sleaford Town Hall  
Room Hire Booking Form**

<b>Name of Hirer:</b>	
<b>Organisation (if applicable):</b>	

<b>Address &amp; Email Address:</b>	
<b>Telephone No(s):</b>	

<b>Purpose for Use of Premises &amp; Layout required (eg. theatre style, boardroom etc):</b>	
--	--

<b>Room Required</b>	<b>Date Required</b>	<b>Time From</b>	<b>Time To (must include clear down time)</b>
Community Room			
HMS Sheldrake Room			
Council Chamber			

<b>Extra Information</b>	
<b>No. of people expected to attend the booking</b>	
<b>No. of chairs required</b>	
<b>No. of tables required</b>	
<b>Use of urn and cups (hirers must provide their own milk, tea &amp; coffee)</b>	Please tick if yes
<b>Use of TV and leads</b>	Please tick if yes

I agree to accept the Sleaford Town Council's Terms & Conditions of Letting, which I have retained for information and I accept that no more than 60 people are permitted into the building during the booking, due to fire and health and safety reasons. I enclose payment for the booking fee.

**Signed:** .....

**Date:** .....



*Please submit your completed form to:*

*Email - [enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)*

*Or post to - Room Bookings, Sleaford Town Council, The Town Hall, Quayside House, Navigation Yard, Sleaford, Lincs, NG34 7TW.*

**General Data Protection Regulations 2018**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

For full details of the Council's data compliance policies, please visit [www.sleaford.gov.uk](http://www.sleaford.gov.uk)

**For office use only:**

<b>Amount Payable</b>
£
Invoice issued (please tick)