



Cyngor Tref Llangollen Town Council

APPLICATION FOR HIRE OF LLANGOLLEN TOWN HALL

APPLICANT DETAILS:

Name of Hirer:

Address:.....

.....

Telephone No..... Mobile No.....

Email:

Company/Organisation:.....

Commercial

Local Sole trader

Private Individual

Registered Charity Not for profit Charity No _____

If fundraising for a charity please provide contact details of the Charity

.....

Telephone No..... Email:

ROOM HIRE:

I hereby apply to hire:

Main Hall

Council Chamber

Committee Room.

EVENT DETAILS:

Type of event:

- | | | | |
|--------------------|--------------------------|-------------------|--------------------------|
| Performance/Play | <input type="checkbox"/> | Wedding Reception | <input type="checkbox"/> |
| Dance Class | <input type="checkbox"/> | Wedding Ceremony | <input type="checkbox"/> |
| Party | <input type="checkbox"/> | Exhibition | <input type="checkbox"/> |
| Charity Fundraiser | <input type="checkbox"/> | Other | <input type="checkbox"/> |

*If you have selected 'other', please state exact purpose of your event below:
(Use separate sheet for complex bookings).*

.....

Event Date (s):.....

If a recurring event what days are required.....

Event Time: From:to:

The time should include set up time. Events shall end no later than 24:00 hrs.

STEWARDING AND SECURITY:

Number of Attendees

[The maximum capacities for the Venue (this includes staff, volunteers, supervisors, cast, performers, catering.) are:

Council Chamber: 30 people standing or 20 people seated.

Auditorium: 300 standing, 260 theatre style, 180 banquets.

Please note that final attendee numbers must be confirmed 5 working days prior to the event.]

Admission: By invitation only (without charge): Yes No

By ticket/programme/fee* (charged): Yes No

Price £

Open public event (Free to all) Yes No

**Please note that all ticket/programme sales done at the venue must be managed solely by the hirer and covered by the hirers own insurance.*

Please provide the name and address of Security Officers and Stewards.

Based on the number of attendees the following minimum numbers of Security Officers and Stewards are required. All Security Officers and Stewards must comply with the Emergency Action Plan.

Up to one hundred 1 door supervisor.

Name:

Address

Up to two hundred 2 door supervisors.

Name:

Address:

Name:

Address :

At full capacity 3 door supervisors.

Name:

Address :

Name:

Address :

Name:

Address :

The Council has the right to request extra security, above the minimum required, at an additional cost to the hirer, if the event warrants this.

LAYOUT.

Please indicate the room layout required:

- | | | | |
|-----------|--------------------------|-----------------|--------------------------|
| Theatre | <input type="checkbox"/> | Classroom | <input type="checkbox"/> |
| Banquet | <input type="checkbox"/> | U-Shape | <input type="checkbox"/> |
| Boardroom | <input type="checkbox"/> | Open no seating | <input type="checkbox"/> |
| Cabaret | <input type="checkbox"/> | Other | <input type="checkbox"/> |

If you require a different set-up to those specified above, please provide details below:

.....
.....

EQUIPMENT.

Please tick which equipment you would like (Extra charges may be required for certain equipment)

- | | | | |
|------------------|--------------------------|--------------------|--------------------------|
| Projector | <input type="checkbox"/> | Radio Microphones | <input type="checkbox"/> |
| Projector Screen | <input type="checkbox"/> | Corded Microphones | <input type="checkbox"/> |
| Flip Charts | <input type="checkbox"/> | Microphone Stands | <input type="checkbox"/> |
| Flip Chart Pens | <input type="checkbox"/> | Use of lighting | <input type="checkbox"/> |

Other requirements please specify:.....

.....
.....

ENTERTAINMENT.

Will there be entertainment at the function? Yes No

Please tick what entertainment you will be having:

- | | | | |
|----------------------|--------------------------|------------------------------|--------------------------|
| Live Band | <input type="checkbox"/> | Cabaret Performers | <input type="checkbox"/> |
| Professional Dancers | <input type="checkbox"/> | School Children Performances | <input type="checkbox"/> |
| Comedian | <input type="checkbox"/> | DJ | <input type="checkbox"/> |
| Magician | <input type="checkbox"/> | Other | <input type="checkbox"/> |

If you have selected 'other', please provide details:.....

Will there be a bar at the function? Yes No

If you have selected yes, please provide details of the Licensee to be used below:

.....

If you have selected yes and you cannot provided your own Security Officers and Stewards please list below the details of the SIA's Approved Contractor that will provide stewarding and security

.....

The Council has the right to request extra security, above the minimum required, at an additional cost to the hirer, if the event warrants this.

AGREEMENT.

I have received, read and understood Llangollen Town Hall Terms and Conditions of hire and Emergency Action Plan. I hereby agree to comply with the same.

Signed:

Print name:

Name of Organisation or Company (if app):

Position held in Organisation or Company

All applications must be made by the individual organisation or company which is personally going to use the space.

PLEASE RETURN THIS FORM TO:

Town Hall,
Parade Street,
Llangollen
Denbighshire
LL20 8PW
Telephone (01978) 861345
llangollentc@btconnect.com

NOTES

- 1. The Council reserves the right at its absolute discretion to refuse any application without being required to give reasons for its decision.**
- 2. We only hold provisional bookings for 5 working days.**
- 3. Applications from organisations must include a covering letter on the organisation official letterhead.**
- 4. Please read section 12 regarding Indemnity and Insurance in the Terms & Conditions**