



HERTFORD TOWN COUNCIL

MILL BRIDGE ROOMS BOOKING FORM

Contact Name

Address

Postcode Telephone

Email

Person who will be responsible for and in charge of the function

Name

Address

Postcode Telephone

BOOKING DETAILS

Date and day of hire

Start time of hire Finish time of hire

Type of function

Number of attendees

ROOM REQUIREMENTS

The layout of the room, can affect the limit of attendees. Please contact Customer Services for advice.

Preferred layout of room	√	Equipment required	√
Theatre		Flipcharts and Pens	
Boardroom		Projector and screen	
Classroom			
Clear floor space			

Any other special requirements

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I hereby apply for the use of the facilities as detailed below and I enclose a non-refundable 20% deposit or full charge if within 28 days of the hiring date.

A returnable bond of one hundred (£100.00) is required (in cash or cheque payable to Hertford Town Council) as a damage waiver and will be returned less the cost of any damage after the inspection of the hired part or parts of Mill Bridge Rooms by a representative of the Council.

I agree to comply with the Regulations and Conditions of Hire as may be determined by the Town Council. (Copies of these Regulations and Conditions may be seen at the Castle). I am over 18 years of age.

Signature

Date

Please note: Verbal reservations are held for 15 days only pending receipt of the application form and deposit, which should be sent to the address below.