

DURHAM TOWN HALL

APPLICATION FOR HIRE

1. **Full name:** _____

2. **Organisation name** (if appropriate): _____

3. **Address:** _____

_____ **Postcode:** _____

Tel No: _____ **e-mail:** _____

4. **Invoice address** (if different from above): _____

_____ **Postcode:** _____

5. **Date of event:** _____

6. **Times of event** (inclusive of preparation and removal times): _____

7. **Start and finish times of event** (if different from above): _____

8. **Name of event:** _____

9. **Room hire requirements**

Room(s): Main Hall Lantern Room *

 Burlison Gallery

*** Please note: staff may require access to kitchen facilities at rear of the Lantern Room**

Facilities: Kitchen facilities Bar facilities

Anyone requiring bar or kitchen facilities must also hire the Lantern Room.

Room layout: Theatre style Boardroom

 Cabaret Classroom

 Other (Please specify)

Equipment:	Projector	<input type="checkbox"/>	Screen	<input type="checkbox"/>
	Flipchart	<input type="checkbox"/>	Mic / PA	<input type="checkbox"/>
Refreshments:	Tea, coffee	<input type="checkbox"/>	Tea, coffee, biscuits	<input type="checkbox"/>
	Orange Juice	<input type="checkbox"/>	Water	<input type="checkbox"/>

(See hirer information document for charges)

Requested refreshment times: _____

10. **No. of anticipated attendees** (see hirer information document for room capacities): _____

11. **External Caterer name and contact details** (if applicable): _____

12. **Time of food delivery:** _____

I wish to hire the above mentioned room(s) and facilities at Durham Town Hall, on the above mentioned date(s) and, in the event of this application being approved, I agree to pay all charges in accordance with Council regulations and scale of charges and to observe all such regulations which have been read by me.

Note: This application should be returned either via email to DurhamTownHall@durham.gov.uk or posted to Durham Town Hall, Market Place, Durham, DH1 3NJ. Once approved you will be required to complete and return a formal agreement to confirm your booking.

Signed _____ Date _____

Data Protection Act 1998 The information you have provided will be held by the Council on computerised and manual files within the Town Hall. The data may be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. If you wish to obtain a copy of the information the Council holds about you, you must apply in writing to the Chief Executive, Durham County Council, County Hall, Durham. A fee will be payable. Durham County Council is a registered Data Controller in accordance with the Data Protection Act 1998.