



APPLICATION FOR HIRE OF MAISON DIEU HOUSE



PLEASE NOTE: COMPLETION OF THIS APPLICATION FORM DOES NOT CONSTITUTE A CONFIRMED BOOKING. UNTIL YOU RECEIVE A CONFIRMATION FROM THE TOWN COUNCIL THIS REMAINS PROVISIONAL. COMMERCIAL & SEMI-COMMERCIAL HIRERS MUST PROVIDE AN OFFICIAL PURCHASE ORDER BEFORE CONFIRMATION CAN BE SENT.

SECTION 1 - DETAILS OF BOOKING

DATE REQUIRED: _____

TIMINGS:

Hire Starts: _____

Hire Ends: _____

(Between 09:30 - 16:30 - weekdays only)

ROOM(S) REQUIRED: *(tick as appropriate)*

Council Chamber: _____

Use of Kitchen area: _____

Number of attendees: _____

PURPOSE OF HIRE:

Do you require use of the Projector Screen? - YES / NO *(delete as appropriate)*

Tea / Coffee & Sugar are available for a small charge per person, payable in cash on the day of hire. Please provide your own milk, (available to purchase from nearby shops).

SECTION 2 - DISABLED ACCESS

Will there be Assistance Dogs present?

Yes _____ No _____

Do you have any other requirements?

Yes _____ No _____

(If Yes please specify below):

SECTION 3 - CERTIFICATION

I confirm that I have read and understand the Conditions of Hire and agree that I and all those attending will be bound by them.

I agree to supply all information required in the Conditions of Hire and any information which may be requested by the Town Council.

NAME OF CONTACT:

(BLOCK CAPITALS)

NAME OF ORGANISATION:

ADDRESS:

TELEPHONE:

Email:

SIGNATURE:

VAT No. (if applicable)

PURCHASE ORDER NUMBER:

(Please enter N/A if this is not applicable)

Please complete and return to:

Room Hire
Dover Town Council
Maison Dieu House
Biggin Street
Dover
Kent CT16 1DW
Telephone: 01304-242625
Email: council@dovertowncouncil.gov.uk

SECTION 4 - FOR OFFICE USE ONLY:

Outlook Diary Updated:	Yes	_____	No	_____
Official Purchase order received (<i>semi & commercial hirers only</i>)	Yes	_____	No	_____
Invoice for room hire sent (<i>semi & commercial hirers only</i>)	Yes	_____	No	_____
Confirmation of booking returned to hirer:	Yes	_____	Date	_____
Name of Officer:	Date completed:			