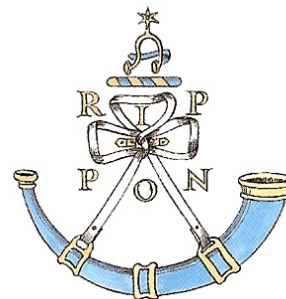


Ripon City Council



ROOM HIRE

Name of Organisation			
Charity Number if applicable			
Contact Name			
Email address			
Address			
Contact Telephone Number(s)			
Date(s) Required			
For what purpose		Period of hire required	
Is access required for setting up /rehearsals	Yes / No	Time event due to start	
Anticipated number of people		Kitchen Facilities required	Yes / No
Room(s) you wish to Hire	Main Hall <input type="checkbox"/> Bar Room <input type="checkbox"/> Rifle Range <input type="checkbox"/> Dance Studio <input type="checkbox"/> Kitchen <input type="checkbox"/> Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/>		

And agree as the hirer, or any other responsible person, not being under the age of 21, to remain on the premises throughout the session booked, and I/we have read and agreed to the conditions set out in the terms of hire including action to take in the event of a FIRE/EMERGENCY and shall take due precautions for the prevention of accidents and fire.

I hereby agree to pay the hire charges of £..... in accordance with the tariff applied at the time of booking for the premises concerned, and to pay for and additional facilities that the council may agree to provide.

The hiring is on behalf of the organisation mentioned above whose authority I have to bind them as signing on their behalf or the hiring in on my own behalf (please delete as applicable)

Signature Date

A copy of this form is for you to keep together with conditions of hire.
Once your application has been received you will receive confirmation within 14 days