



PENISTONE TOWN COUNCIL

BLOCK BOOKING FORM

FOR HIRE OF ROOMS WITHIN
ST JOHN'S COMMUNITY CENTRE, CHURCH STREET, PENISTONE, SHEFFIELD, S36 6AR

PLEASE RETURN FRONT SHEET ONLY

NAME OF GROUP.....

DETAILS OF PERSON RESPONSIBLE FOR ARRANGING THE BOOKING:

Name

Address

Telephone Email

DETAILS OF GROUP/CLUB SECRETARY OR TREASURER WHERE INVOICE WILL BE SENT:

Name

Address

Telephone Email

REQUIREMENTS [Please tick the appropriate box(es)]:

NUMBER OF TABLES REQUIRED

MAIN HALL
Max Capacity 120, 142m²

ROOM 1
49m²

ROOM 2
42m²

SEMINAR ROOM
48m²

LOWER HALL
89m²

SEMINAR ROOM B
36m²

RESOURCE CENTRE

EXTRAS

Kitchen use

Crockery/Boiler

EXACT TIME REQUIRED: FROM.....am/pm TO.....am/pm

DATES REQUIRED:
.....

I/We agree

1. To pay the appropriate charges on demand
2. To adhere to No Smoking legislation
3. To manage and conduct the premises during the time the same is let to me/us in a good, decent and orderly manner so that nothing shall be done to offend against any condition of the Town Council in any way and shall leave the premises in good order and conditions to the Caretaker's satisfaction
4. To pay the Town Council the cost of making good any damage to the premises, furniture, crockery, fittings or other property of the Council arising out of this use of the premises
5. To abide by the decision of the Town Council should any question arise on any point
6. That Penistone Town Council are not responsible for any property/equipment belonging to users of the Centre
7. Portable gas appliances **MUST NOT** be used in the Centre
8. I/We have read and understood the emergency procedures and Conditions of Hire

Signature..... on behalf of

Organisation/Group..... Date.....