



# PENISTONE TOWN COUNCIL

## FUNCTION 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 APPLICANT.....

#### DETAILS OF PERSON RESPONSIBLE FOR ARRANGING THE BOOKING:

Name .....

Address .....

Telephone ..... Email .....

DATE OF FUNCTION.....

TIME OF FUNCTION: FROM.....am/pm TO.....am/pm  
Late night bookings – the Centre must be clear by 12:30am

REQUIREMENTS [Please tick the appropriate box(es)]: NUMBER OF TABLES REQUIRED

MAIN HALL  ROOM 1  ROOM 2  SEMINAR ROOM   
Max Capacity 120, 142m<sup>2</sup> 49m<sup>2</sup> 42m<sup>2</sup> 48m<sup>2</sup>

LOWER HALL  SEMINAR ROOM B  RESOURCE CENTRE   
89m<sup>2</sup> 36m<sup>2</sup>

#### EXTRAS

Kitchen use  Crockery/Boiler  Overhead Projector

Will alcohol or outside bar be supplied?   
Please provide details below of the personal licence holder responsible and supply a copy of the licence

Will entertainment be provided?   
Please provide details below

Name .....

Artiste Name .....

Address .....

Contact Name .....

Address .....

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.....