



PENISTONE TOWN COUNCIL



OCCASIONAL BOOKINGS FORM

FOR HIRE OF ROOMS WITHIN
ST JOHN'S COMMUNITY CENTRE, CHURCH STREET, PENISTONE, SHEFFIELD, S36 6AR
Tel: 01226 370088 Email: admin@penistonetowncouncil.gov.uk

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

(for late night bookings the centre must be clear by 12:30am)

REQUIREMENTS Please tick the appropriate boxes:

Main Hall
Max Capacity 120, 142m²

IT Room
49m²

Bar Room
42m²

Lower Hall
89m²

Room A
36m²

EXTRAS

Kitchen use

Crockery/Boiler

Will alcohol or an outside bar be supplied?

Please provide details below of the personal licence holder responsible and supply a copy of the licence:

Name.....

Address.....

.....

.....

Will entertainment be provided?

Please provide details below:

Artiste Name.....

Contact Name.....

Address.....

.....

.....

I/We agree

- To pay the appropriate charges on demand
- To adhere to No Smoking legislation
- 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
- 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
- To abide by the decision of the Town Council should any question arise on any point
- That Penistone Town Council are not responsible for any property/equipment belonging to users of the Centre
- Portable gas appliances **MUST NOT** be used in the Centre
- I/We have read and understood the emergency procedures and Conditions of Hire

Signature..... on behalf of

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