



BRIDGNORTH TOWN COUNCIL

Town Hall Booking Form

**Before completing a booking form, please read the conditions of hire and hire charges.
Time for setting up and clearing MUST form part of your hire time.**

Full Name _____ Contact No. _____

Address _____ Email _____

Organisation _____

Date(s) of Hire _____

Time(s) of Hire _____

Purpose of Hire _____

Which Room(s) are Required?

Council Chamber (Small room at top of stairs) _____

Court Room (Large room) _____

I/We agree to comply with all instructions given on behalf of the Council by the Town Clerk and that on acceptance thereof by the Council this application and the Conditions of Letting shall be deemed to be a contract between myself/ourselves and the Council.

**50% of the hire fee is required to secure the booking along with this booking form.
Full payment is required 14 days before the booking.**

Payment can either be made either in cash at our office, by cheque payable to 'Bridgnorth Town Council' or direct into our bank account:

Sort Code: 60-83-01

Account Number: 20330912

Ref: (date of booking)

Date _____

Signed _____ Printed _____