



**Application to hire a room at
The Guildhall, High Street, Newcastle-under-Lyme ST5 1PW**

Name of your group /organisation/ business	
Support Staffordshire member?	Yes/ No
Friend of the Guildhall?	Yes/ No
Public liability insurance?	Yes/ No
Brief description of your organisation	
Name of individual booking	
Address	
Telephone number	
Mobile Number	
E-mail address	
Main contact details if different from above: Telephone Number Mobile Number Email address	
Details for invoicing (if different from above)	
Room required – <i>Please circle which required</i>	Foyer and reception area (<i>please state number of tables if appropriate</i>) Interview room (ground floor) Meeting space

Description of activity (i.e. use of the space/ room)	
Approximate number of attendees	
Date required	
Times required	
If you wish to make a regular booking please provide details of day(s) of the week, start date and end date (if known).	
Does anyone need special assistance? Please give details.	

PLEASE READ CAREFULLY

I understand that by signing this form I agree to uphold the Terms and Conditions of Use (supplied with the booking form):

I accept responsibility for the staff/ volunteers/ service users using the facilities and I will supervise individuals' behaviour and actions to ensure they comply with the above policies.

I understand that anyone not conforming to the requirements of the Terms and Conditions of Use may be refused admission or asked to leave the premises.

Name:

Signature:

Please email this form to the relevant contact (see Terms and Conditions).

If posted please return to:

The Guildhall, High Street, Newcastle-under-Lyme ST5 1PW

(The form can also be handed in at reception between 10am and 4pm weekdays or put through the letter box at southern end of the building)