



Perton Parish Council

Perton Civic Centre, Church Road
 Perton, Wolverhampton WV6 7PD
 Phone: 01902 745971
 Email: bookings@pertonparishcouncil.gov.uk
 Website: pertonparishcouncil.gov.uk

Room Hire Application Form – One-off Event

Name of hirer	
Contact number(s)	
Email address	
Address of hirer	
Room(s) required	
Date of hire	
Type of function	
Type of entertainment	

ACCESS TIME REQUIRED

Room preparation time	From	To
Function time	From	To
Room clearance time	From	To

NB The Council's entertainment license only covers the following times:
 9:00 am to 10:30 pm Monday to Thursday / 9:00 am to 12 midnight Friday and Saturday

Is your function of a domestic/family nature whereby guests are admitted by personal invitation and without charge	Yes / No
Will any charge be made for admission If YES please give details	Yes / No
Maximum numbers attending	ADULTS <input type="text"/> CHILDREN <input type="text"/>

NB For safety reasons the Lakeside Hall has a set maximum number of people depending on layout. The hirer must not under any circumstances allow this maximum number to be exceeded.

Do you require Bar services If YES, please complete Bar Contract Note attached	Yes / No
Is use of the stage required	Yes / No
Do you require any form of self-catering?	Yes / No (NB all caterers should be licensed)

Do you require use of the Kitchen?		Yes / No
If YES, please tick option required:		
<ul style="list-style-type: none"> • Kitchen access - Tea & Coffee making facilities only • Kitchen access - COLD catering • Kitchen access - HOT catering 		<input type="checkbox"/> (all supplies to be provided by hirer) <input type="checkbox"/> <input type="checkbox"/>
Kitchen access time required	From	To
ROOM HIRE DEPOSIT SCHEDULE		
Lakeside Hall - 3 hours or more	<input type="checkbox"/>	£150.00
Lakeside Hall - 2 hours or less	<input type="checkbox"/>	£50.00
Kitchen access - Hot or cold catering	<input type="checkbox"/>	£50.00
I enclose the appropriate booking deposit fee of:		£
<p><i>I agree to be bound by the Terms and Conditions of Hire which I have read and understand.</i></p> <p><i>I agree that I have read and understand Perton Parish Council Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me. Please see full privacy notice at www.pertonparishcouncil.gov.uk</i></p> <p><i>I agree that Perton Parish Council can keep my data for the purpose of managing the hall, its bookings and finances. Data may be required for up to 7 years for accounting and insurance purposes.</i></p> <p><i>I have the right to request modification on the information that you keep on record.</i></p> <p><i>I have the right to withdraw my consent and request that my details are removed from your database.</i></p> <p><i>I am 21 years of age or over and I declare that all information supplied by me is true and correct.</i></p>		
Signed		Date

Methods of payment: cash, cheque or bank transfer.
Please make cheques payable to 'Perton Parish Council'.