

Lesley Bramwell  
Town Clerk

**NEW MILLS TOWN COUNCIL**  
***In the High Peak of Derbyshire***

Town Hall, New Mills, High Peak, SK22 4AT  
Tel: 01663 743434  
email: [admin@newmillstowncouncil.gov.uk](mailto:admin@newmillstowncouncil.gov.uk)



## Town Hall Room Booking Form

Name of Organisation: \_\_\_\_\_

Name & Address: \_\_\_\_\_  
(of person making the application) \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name & Address for Invoice: \_\_\_\_\_  
(if different from above) \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Details: Email \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

I wish to apply to hire the following rooms (delete as applicable). The Library Lecture Room must be hired if you wish to use the kitchen.

Room	Date(s) and times required
Large Hall	
Library Lecture	
Council Chamber	

**\*\* Please note the room preparation before, and the clear up after your event MUST be factored into the overall time of your booking. Booking times are to be strictly adhered to. Any over-run of your requested booking time will be charged at the relevant hourly rate.**

Type of Function: \_\_\_\_\_

Maximum Attendance: \_\_\_\_\_

Room Capacity: Large Hall – 250 Persons All Standing, 200 Persons with Chairs only, 150 Persons with Tables & Chairs. Library Lecture Room: 40 Persons with Chairs only, 36 Persons with Tables & Chairs

**Music**

Is music to be played at your event? Yes/No

What type of Music is to be played? \_\_\_\_\_

The hirer must comply with PRS and/or PPL Regulations if relevant. If a music licence is required a copy must be provided to the Council.

**Licence**

Do you intend to sell or supply alcohol at your event? Yes/No

If yes, a Temporary Events Notice (TEN) **MUST** be obtained from High Peak Borough Council and a copy sent to us in advance of the event date. A licence is not required if you and your guests bring your own alcohol.

**Food**

Do you intend to prepare or supply food? Yes/No

If yes, please provide name and contact details of the person responsible for catering:

\_\_\_\_\_

**Please note:**

1. If the application is granted the Conditions of Hire, a copy of which will be supplied, is to be complied with and it is accepted as the responsibility of the hirer to do so.
2. **All hiring fees, are to be paid no later than 7 working days before the event is to take place.**
3. If a concessionary charge is agreed, proof of eligibility will be requested before the event. A copy of the accounts for the evening / year showing profit or loss and donations made may also be requested by the Council to confirm your organisation's eligibility for these discounts.

I the undersigned confirm I have read and agree to fully comply with the Terms and Conditions of Hire as supplied to me at the time of the booking.

Signed \_\_\_\_\_ On behalf of \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

TEN required? \_\_\_\_\_ Copy received? \_\_\_\_\_

Damages deposit required? \_\_\_\_\_ Received? \_\_\_\_\_ Returned? \_\_\_\_\_

Invoice number \_\_\_\_\_