



# Bridgwater Town Council

## ReCreation Room Booking Form

Name of Organisation	
Applicant's Name	
Role within Organisation	
Address	
Telephone Number	
Email address	

All bookings should include the time taken to set up and recover the space that your activity/event is booked into:

**1) One-off booking\***

Date		Time from		Time to	
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\*Please note that payment in full is required at the time of booking for one off bookings

**2) Regular Booking**

Commencing Date		Terminating Date	
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Day(s) requested		Time From		Time to	
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### Space Required (please tick)

<b>Main Hall</b>	Suitable for up to 50 people	
<b>Meeting Room</b>	Suitable for up to 15 people	
<b>Kitchen</b>		

The applicant hereby:

- 1) Confirms the event/activity will occur as stated on the application form.
- 2) Agrees to adhere to any other requirements or conditions, as stated in the confirmation to this application
- 3) Undertakes to indemnify Bridgwater Town Council in respect of any and all claims in connection with loss or damage to property or personal injuries arising out of the negligence on the part of the organisation/organiser during the event.
- 4) Confirms that they have read Council's "Facilities Terms and Conditions of Use", which were attached to the Booking Form.

Please note: ▪

- Delivery and receipt of the confirmation of booking shall be the binding acceptance of this offer (any amendments must be agreed within 7 days).
- Refunds or reductions can only be offered if notice is provided in writing more than 14 days in advance of the initial booking date.
- Bridgwater Town Council accepts no responsibility for any food consumed or purchased as a result of food brought onto these premises (either personal or by outside caterers).

Signature	
Print Name	
Date	

<b>Office Use Only</b>			
Date of Receipt		Confirmed Y /N	Unable to accommodate Y/ N
Charge per hire	£	Invoice Number	Date paid
PLI & RS Received		Date booking confirmed with hirer	
Officer Signature			