

Appleby-in-Westmorland Public Hall Booking Form

When completed please sign to indicate that the hire conditions have been read and agreed and return for the attention of the Appleby Town Council Admin, Emma Simpson:

By hand to Appleby Tourist Information Centre

By post to: Moot Hall, Boroughgate, Appleby-in-Westmorland, CA16 6YB

Details of Hirer

Name of Hirer: (Or Representative)	
Organisation: (if applicable)	
Postal Address: (For invoicing purposes)	
Email Address:	
Telephone:	
Mobile (only for emergencies):	

Booking Details

Date of Function:	
Name of Function (if applicable):	
Time of Function (from – to): (Including details of setting-up times)	
Room/s Required (i.e., Main Hall, Supper Room) We have kitchens in both the Main Hall foyer, and the Supper Room, please state if you require them	

Tables/Chairs required? If you require a certain seating plan, please provide us with a copy so we can set that up for you.	
Do you wish us to arrange for the piano to be tuned? (Note: access can be arranged for a piano tuner – he will invoice you direct for this service)	Yes / No
Do you wish to hire Screen & Projector? (Supper Room Only) (£30.00 per single use £60.00 for local groups per year)	Yes / No
Private Event?	Yes / No
Tickets for Sale Information, if applicable:	
Any Other requirements? e.g., access to additional staging, use of bar etc.	

Bar Requirements

If you would like to use the bar, please contact ATC Admin: admin@applebytown.org.uk

Payment

All bookings must be paid for in advance of the event taking place. Please make cheques payable to "Appleby Town Council". Electronic payment to Barclays Bank, Account Name: Appleby Town Council, Sort Code: 20-66-97, Account Number: 40123862, please quote invoice number as reference.

Publicity

Please note that, unless you tell us otherwise, information about your event may be posted on our website and promoted via social media. Personal information and contact details will not be given. If your event is a private function, it will not be advertised.

Please forward any promotional material and/or posters to admin@applebytown.org.uk or deliver to the Tourist Information Centre.