

The Kings Hall, Beacon Hill, Herne Bay CT6 5BA • Phone/Fax 01227 374 188

APPLICANT DETAILS

Name of organisation

Name of applicant

Address of applicant

.....

Post code.....

Position in organisation

Phone (daytime)

Phone (evening).....

BOOKING DETAILS

Facilities required

.....

Nature of event.....

Number attending.....

Equipment required (see Hire Charges for rates where applicable)

.....

.....

.....

Date/Period required	Setting up time		Time of event		Closing down time	

Dates not required when making a block booking.....

Please inform us immediately if there any changes to the above

List of equipment you propose to bring

Cost code (council bookings)..... Authorised by

FOOD AND DRINK

Will you require catering?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

ENTERTAINMENT

Will music be provided on site?	Yes	No
Live	<input type="checkbox"/>	<input type="checkbox"/>
Recorded	<input type="checkbox"/>	<input type="checkbox"/>
Amplified	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic	<input type="checkbox"/>	<input type="checkbox"/>

How will this event be promoted?

INSURANCE

No event may take place without £5 million worth of Public Liability Insurance.

We have Public Liability insurance in the value of £.....

Validity dates from to

Please enclose a copy of your PLI certificate of insurance

DECLARATION

I have read the Conditions of Hire and Hire Charges and I undertake to be bound by them and by the directions of any authorised officer of the Culture and Communications Division of Canterbury City Council in relation to this application.

I accept liability for the payment due for this booking.

Signed Date

FOR OFFICE USE ONLY

Date received		Confirmation sent	
Booked in diary		Account raised	
Deposit amount (20% of fee)		Date paid	
Hire fee – total		Date paid	