

The Shack Hire Booking Form

Reference: ST1.3.1.6 Date ____/____/20____

PLEASE PRINT

Name of Organiser:..... Mr / Mrs / Ms (or other).....

Contact Address:

.....

Telephone contact:(Mobile)(Email) wish(es) to hire the Shack

for the following purposeon

Date ____/____/____ From ____:____ am / pm To ____:____ am / pm at a rate of £10* per hour.

It is anticipated the number of persons attending will be _____

Live / Recorded Music will / will not be played.

The caterers engaged for this event are / will be _____

A licenced bar facility will / will not operate during this function.

The hirer undertakes to compensate Stamford Town Council fully and upon demand for any and all damage caused during or as a result of this function.

A key deposit of £25 is required at the time of the booking. Cheques should be made payable to Stamford Town Council.

In the event of cancellation the deposit is non-refundable unless the room/s is/are re-let for the same date.

PLEASE NOTE, NO ORANGES OR ORANGE PRODUCTS IN THE SHACK DUE TO ALLERGIES

The charge for hire of The Shack will commence from the time the organiser(s) / guests / catering firm or florists first enter the building and ceases when all such persons have cleared up and finally left the building.

Signed on behalf of _____ (Please Print Name):_____