



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

Booking Form

Please note: All room hire is subject to availability. Please contact a member of staff at the Town Hall to check room availability before completing this form.

| | | | | | | | | | |
|--|--|--|------------------------|--|---------------------|---------------------------------|-----------|---------------------------|--|
| Contact Name | | | | | | | | | |
| Name of Business / Organisation | | | | | | | | | |
| Registered Charity Number (if applicable) | | | | | | | | | |
| Address | | | | | | | | | |
| Telephone numbers | | | | | | | | | |
| Email address | | | | | | | | | |
| Date(s) of room Hire | | | | | | | | | |
| Times of room hire | | | | | Arrival | | Departure | | |
| Please indicate which room you require. | | | | | | | | | |
| Civic Hall | | | Council Chamber | | | Chantry Community Office | | Town Bridge Office | |
| Room Hire Fee | | | | | | | | | |
| Do you require use of a drinks preparation area? | | | | | | | | | |
| What the will the room be used for? Eg. Meeting, exhibition, training course | | | | | | | | | |
| Will the event be open to the public? | | | | | Yes / No | | | | |
| DECLARATION The individual and / or organisation detailed above accept and agree to the terms and conditions of hire annexed hereto. I confirm I am over 18. | | | | | | | | | |
| SIGNED: | | | | | DATE: | | | | |
| Please send completed booking forms to: Gillingham Town Council School Road, Gillingham, Dorset SP8 4QR | | | | | For official use: | | | | |
| | | | | | • Booking confirmed | | | | |