

PICTON CENTRE BOOKING FORM

FREEMENS WAY, HAVERFORDWEST, PEMBROKESHIRE, SA61 1UG

Name of Organisation:

Name of Responsible Hirer:

Address:

.....

Telephone Number:Mob:.....

Email:

Hall only (includes annexed kitchen) Maximum number of tables available – 12* Maximum number of chairs available – 60* *depending on required room layout	
Lounge only (includes annexed kitchen) Maximum number of tables available – 8* Maximum number of chairs available – 20* *depending on required room layout	
Whole suite (includes annexed kitchen) Maximum number of tables available – 20* Maximum number of chairs available – 100* *depending on required room layout	

Please indicate preferred room ✓

Date/s required:

What time do you wish to arrive at the Centre:

** BOOKINGS CAN ONLY BE MADE FOR 'FULL HOURS'. PLEASE DO NOT ARRIVE BEFORE YOUR BOOKED TIME.*

What time will you be vacating the Centre:

** THE DUTY CARETAKERS HAVE THE AUTHORITY TO REQUEST VACATION SHOULD THE FINISH TIME BE EXCEEDED AND IN THE EVENT OF EMERGENCIES.*

Please do not leave the Picton Centre unattended. If you wish to vacate the premises earlier than your stated time, it is your responsibly to ensure the duty caretaker is on site before you leave.

Purpose of Hiring (please be specific):

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Approximate number of people attending event:

- Bookings will only be confirmed upon receipt of a completed Booking Form.
- Payment for hire of the Centre must be received prior to the event, without exception. If payment is not received, your booking will be cancelled. The Centre is charged at the full hourly rate without exception.
- Please retain Letting Agreement for reference.
- Please make cheques payable to Haverfordwest Town Council and return Booking Form together with fee to Haverfordwest Town Council, Picton House, 2 Picton Place, Haverfordwest, SA61 2LU.

ADDITIONAL FACILITIES REQUIRED:

Use of the Stage?	Yes/No <i>*please note there are no back-stage changing facilities</i>
Use of the Public Address system?	Yes/No
Use of the Projector Screen?	Yes/No <i>*please note you will need to provide your own projecting equipment</i>
Use of a flip chart stand?	Yes/No <i>*please note you will need to provide your own flipchart stationery</i>
Will a Temporary Event Notice be required?	Yes/No <i>*please see Letting Agreement</i>
Installation of the Bar structure required?	Yes/No
No of tables required	
Number of chairs required	

Type of room set-up required:

A DIAGRAM OF REQUIRED ROOM LAYOUT MUST BE PROVIDED ON PAGE 3 AND RETURNED WITH YOUR APPLICATION.

**Refer to the Letting Agreement for more information on maximum capacities*

I have read the terms and conditions included within the Letting Agreement and agree to abide by the conditions. Any breach of these conditions may result in additional charges being incurred, or the refusal of future applications to hire the Centre.

I confirm I have the appropriate public liability insurance in place for the purpose of use, as stated within the letting agreement, and that any third parties using the Centre during my booking have provided me with a copy of their appropriate public liability insurance.

SIGNED:

NAME (block capitals):

DATE:

HVERFORDWEST TOWN COUNCIL REQUESTS THAT LARGE QUANTITIES OF RUBBISH ARE REMOVED FROM THE CENTRE AS WE ARE CHARGED FOR THE DEPOSIT OF WASTE.

STAGE

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HALL

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PARTITION WALL – **NOT SOUND PROOF** (for hall/lounge hire only)
***FOR WHOLE SUITE HIRE, PARTITION WALL WILL BE REMOVED**

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LOUNGE

K
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C
H
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WINDOWS

DOOR