

**BUILTH WELLS TOWN COUNCIL
CYNGOR TREF LLANFAIR-YM-MUALLT**

Mayor: Councillor Mark Hammond
Town Clerk: Louise Hammond

Council Office
Strand Hall
Strand Street
Builth Wells
Powys
LD2 3AA

Phone: 01982 551568

email: builthwellstowncouncil@btconnect.com

Website: www.builthwellstowncouncil.org.uk



STRAND HALL BOOKING FORM

Payment required upon booking confirmation

Name of applicant / organisation	
Name of organisation representative	
Address of applicant / organisation (including Postcode)	
Contact phone numbers	
Contact email address	

Type of event / activity	
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Date/s required	
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Block booking	YES		NO		Day		How long for	
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Times required	From:		To:	
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Estimated numbers attending	Adults:		Juniors	
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Sound/Lighting Required. Technician charges will apply. Any other information.	
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Seating (number required)		Tables (number required)	
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Payment method	BACS	Sort code 60-83-01 A/c 20418067	CHEQUE		Cheques must clear prior to the event
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Completed application forms should be returned by emailing the following address:

builthwellstowncouncil@btconnect.com

Postal Address (If returning form by post)

Council Office
Strand Hall
Strand Street
Builth Wells
Powys
LD2 3AA

PLEASE NOTE: THIS IS A BOOKING REQUEST ONLY. A WRITTEN CONFIRMATION OF BOOKING WILL BE SENT TO THE EMAIL ADDRESS PROVIDED BY THE APPLICANT / ORGANISATION REPRESENTATIVE ABOVE.

To be signed by the Applicant / Organisation Representative:

“I have read the 'Strand Hall Booking Agreement (Conditions of Hire) applicable to bookings and confirm that I/the organisation on whose behalf I am applying, accept them without reservation and agree to be bound by them.”

Signature:

Designation:

Date:

Copies of documents to be attached / enclosed (if required)

Temporary Event Notice	
Event Insurance	
Health and Safety Risk Assessment	