



BROCKS HILL ENVIRONMENT CENTRE **HIRING APPLICATION AND AGREEMENT**



I/We wish to hire the MEETING ROOM at Brocks Hill Environment Centre in accordance with the attached terms and conditions.

Name			
Group/Company			
Address (unless you state otherwise, this address will be used for invoicing)			
Telephone number		Number of people attending	
Date of hire			
The time booked must include time for setting up and clearing away. Unless prior arrangement has been made, bookings must fall within the following hours: Saturdays, Sundays, Bank Holidays - 10.00 am & 4.00 pm Weekdays - 9.00 am & 5.00 pm			
Start time		Finish time	
Purpose of hiring		Name of person responsible on day	
Equipment required (please tick)			
OHP		TV	
Slide projector		DVD	
Screen		Video	
Please note that we are unable to provide Powerpoint equipment.			
Room layout required (please tick) Please see attached information sheet for full details.			
Boardroom		Semi circle with tables	
Theatre		Workshop with tables	
Semi circle		Lecture with tables	
Are refreshments or catering required? (Please tick)		YES	NO
Your request for catering will be passed to staff in the café (operated by Thyme and Day Ltd) who will contact you to discuss your requirements. (If required their direct telephone number is 0759 572 7990).			

Room Hire Charge (as per attached information sheet)
*The room is let in accordance with the scale of charges drawn up by the Council. Charges are usually reviewed annually and any alterations come into effect from 1st April each year. The charge made for your booking will be that which is prevailing **at the time of the function** and you should be aware that this may alter from the time of your booking. Please do not send any money now, an invoice will be sent to you.*

- I have read the terms and conditions of hiring and agree to abide by them

SIGNED:..... DATE:.....

ON BEHALF OF:.....
(Group/Company)

POSITION HELD:.....

OFFICE USE ONLY

	Date	Initials		Date	Cost
Entered into diary			Acknowledged		£
Café informed			Sundry Debtor Raised		£

Brocks Hill Environment Centre, Washbrook Lane, Oadby, Leicester LE2 5JJ.

Tel: 0116 257 2888. Fax: 0116 271 7356 www.brockshill.co.uk

Brocks Hill Country Park & Environment Centre is part of Oadby & Wigston Borough Council. Revised December 2008

