



## BOOKING OF COUNCIL ROOMS

Beccles Town Council have two rooms available:

- Committee Room, accommodating up to 10 people
- Council Chamber accommodating up to 45 people
- Hot water urn, cups/mugs, spoons and washing up facilities.
- Toilet and washing facility
- Screen for presentations (lap top required)

The hire charges for either room is

- £10 per hour during April to October and
- £15 per hour during November to March (*higher cost for heating the rooms*).

If the booking is out of office hours (9am-4pm), the key for the front door has to be collected from a member of staff 24 hours before the booking. You will be advised of the coding for the door at the same time.

**NAME**

**ORGANISATION**

**ADDRESS**

**POST CODE**

**TEL NO.**

**EMAIL:**

**DATES REQUIRED**

**TIME/S REQUIRED**

**PUBLIC LIABILITY INSURANCE POLICY NO.**

**INSURANCE EXPIRY DATE**

***I .....agree to leave the room in a clean and tidy condition with chairs put back around tables. Care must be taken as no drinks are to be placed directly on the Chambers tables. If the kitchen is used, make sure that the water heater is switched off and the room left clear, clean and tidy. If the heating is required (you will be advised on how to use it), this must be completely switched off before leaving. The main front door must be locked using the Yale and the key pushed back through the letter box.***

**Signature**

**Date**

Return to:

**Beccles Town Council, Town Hall, The Walk, BECCLES, NR34 9AJ  
Tel 10502 712109 Email: admin@beccles.info**