

APPLICATION VENUE HIRE

Name of Organisation:		
Contact Person:		
Address:		
Contact Telephone No.		
E-Mail Address:		
Invoice Address: (If different from above)		
Purchase Order Number:		
Date Required:		
Details of Event: e.g. lecture/social/concert		
Number of Guests: (Approx)		
Time of Event and Estimated Duration: (Please note all bookings are 4 hour time slots)	Organisation requires access at.....am/pm Doors to Open at.....am/pm Event estimated to finish at.....am/pm	
Room(s) required: (Please Tick)	Auditorium <input type="checkbox"/>	Orientation Hall <input type="checkbox"/>
	Education Room 1 <input type="checkbox"/>	Education Room 2 <input type="checkbox"/>
	Education Room 3 <input type="checkbox"/>	New Curtois Gallery <input type="checkbox"/>
	Clare Duffield Room (Usher Gallery) <input type="checkbox"/>	Gallery One (Usher Gallery) <input type="checkbox"/>

Layout Style: (Please Tick)	Theatre <input type="checkbox"/>	U Shaped <input type="checkbox"/>
	Boardroom <input type="checkbox"/>	Banquet <input type="checkbox"/>
	School Room <input type="checkbox"/>	Other (Please specify in any other additional information) <input type="checkbox"/>

Do you require IT support for your event? Please specify:

Any Other Additional Information:

I have read and agree to abide by the attached terms and conditions

Signed.....Date.....
(on behalf of the above organisation)

Please return this form to:

Visitor Experience Manager, The Collection, Danes Terrace, Lincoln LN2 1LP
TheCollection@lincolnshire.gov.uk

A confirmation email will be sent to you with an estimate of costs for the event.
Please see attached terms and conditions.

OFFICE USE ONLY

Time Duty Commence		Time Duty Ended		Attendance Figures	
Staff Member (1) on Duty		Staff Member (2) on Duty		Security Guard	
Business Support Use:	Customer ID:			Total Amount:	
	Sales Order Number:			Raised by:	

CONDITIONS OF LETTING

- a. Lincolnshire County Council reserves the right to cancel any letting.
- b. If we do not receive this form at least four weeks prior to your event we cannot guarantee your requirements.
- c. Lincolnshire County Council reserves the right to refuse admission to The Collection to any particular person or persons for the reasons of security.
- d. Any changes to the original booking must be notified in writing and with prior consent of The Collection.
- e. The hirer is not permitted to sublet any part of The Collection.
- f. The person by whom the application form is signed shall be considered as the 'hirer'. Where an organisation is named, that organisation shall also be considered the 'hirer' and shall jointly be liable with the person who signs the form.
- g. The Collection reserves the right to request a non-refundable deposit of 20% payable by return upon confirmation of the booking.
- h. The balance of the hire fee will be invoiced after the event and full payment is required within 30 days of invoice date.
- i. The Hirer shall be required to pay for any breakages, losses or damage to property arising out of the letting.
- j. Lincolnshire County Council shall not be responsible for any loss or damage to any property or person(s). The Hirer is responsible for provision of Public Liability insurance, evidence of which must be provided if requested.
- k. At the end of the hire period the Hirer shall be responsible for leaving the premises in a clean and tidy condition. Failure to adhere to this condition may result in a charge being levied.
- l. The Collection reserves the right to approve all publicity material associated with the letting.
- m. No promotional material shall be exhibited within The Collection, except in strict accordance with any prior permission.
- n. First refusal on catering must be offered to Stokes at The Collection. External/private catering arrangements should only be made with prior consent from the management of The Collection.
- o. All external electrical equipment used during your event must carry a current Portable Appliance Testing certification.
- p. Smoking is not permitted anywhere on the premises. Any 'false' call out caused by smoking will be charged to the hirer.
- q. The Hirer shall not permit any toxic, explosive or other dangerous materials to be brought into The Collection.
- r. The Hirer will provide The Collection/County Council appropriate Risk Assessments if requested.
- s. The hirer shall comply with any legal general, statutory and licensing requirements.
- t. The collection reserves the right to halt any event if it is deemed there has been an unreasonable breach of these conditions with no entitlement to compensation.