

**UPPINGHAM TOWN COUNCIL**

**Application for hire of Main Hall or Council Chamber**

Name of Applicant \_\_\_\_\_

Name/Address/Contact Number of Person/Organisation Hiring the Room

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Function

\_\_\_\_\_

Dates of Hire \_\_\_\_\_

Times of Hire \_\_\_\_\_

Equipment Hire \_\_\_\_\_

Approximate Number of Users \_\_\_\_\_

Returnable Deposit Paid       £ \_\_\_\_\_

Balance Due                       £ \_\_\_\_\_

Paid \_\_\_\_\_

**Bank details for payment:**

Account Name: Uppingham Town Council   Account Number: 49204460   Sort Code: 30-94-97  
**PLEASE ENSURE TO QUOTE YOUR NAME AS THE REFERENCE**

**I hereby agree to abide by the Conditions of Hire.**

Signature of Hirer: \_\_\_\_\_

Signature of the Clerk/Finance Officer of the Council: \_\_\_\_\_

Date: \_\_\_\_\_