

CIVIC HALL- BANQUET HALL BOOKING FORM

Day & Date of event:	FRIDAY 28 th SEPTEMBER		
Title:	WOMANSABACE ISSPEAKING THE TRUTH ✓		
Contact On the Day :	[REDACTED]	Contact Number:	[REDACTED]
Arrival/set up time:	3 PM ✓	Event Start time:	7pm ✓
		Event Finish time:	10pm ✓
Front Doors required*	—	Recharge Code (Internal)	
*Subject to availability, please see guidance notes for further details			
Organisation:			
Contact Name: (The Hirer)	[REDACTED]		
Email address:	[REDACTED]		
Postal address: (external organisations only)	[REDACTED]		
Registered charity number:	[REDACTED]		

ROOM LAYOUT	✓	Please tick if required
Reception Hall :		
Registration Table/s	✓	How Many? 1 ✓
Table/s for display purposes		How Many? 4 ✓
Banquet Hall Set-up:		
Platform required	✓	
Ramp required (for disabled access to platform)	✓	
Theatre style seating	✓	How many seats? 150 ✓
Round tables –To seat 10 at each *Round tables MUST be clothed please contact Civic Flavour to book these as there is a cost. (0113 3782315)		How Many? ✓
Dance floor required		
Top Table required	✓	To seat how many? 5 ✓
Table Plan/Display Boards (Max. 2)	✓	
Grand Piano required		
Flip Chart Stand (paper not supplied)	✓	

Equipment Required: (See charges)

Please address any queries to Civic Hall Electrician – 0113 2474002

Technical attendance	✓	Time From: 6 To: 7.00 ✓
Screen (10ft 7ft) with backlit projector		Recharge code (internal)

The maximum number of wired mikes available at any one time is 6 and this can be any combination of the below. If you are using a projector this number reduces to 5.

Stand mics (maximum 6)		How many?	
Top Table mics (maximum 5)	✓	How many?	5 ✓
Stand Lectern with mic (1 available)			

The maximum number of Radio Mikes available at any one time is 4 and can be any combination of the below.

Radio mics- Hand Held mics (maximum 3)	✓	How many?	2 ✓
Lapel mics (2 available)		How many?	

Extra Security

NEED EXTRA SECURITY

Headset Mics (2 available)		How many?	
CD player	✓		
Do you require Wi-Fi	✓		

PLEASE ORDER CATERING VIA CIVIC FLAVOUR- 0113 3782315 or email civicflavour@leeds.gov.uk

PLEASE NOTE:

NO FOOD IS TO BE BROUGHT ON THE PREMISES FOR ANY EVENT TAKING PLACE IN THE BANQUET HALL. FOR ALL CATERING QUERIES PLEASE CONTACT CIVIC FLAVOUR.

If you wish you may attach a layout of the room.

I have carefully read the guidance notes and agree to the terms and conditions of the room hire.

Signed

Date:

CANCELLATION POLICY

- Leeds City Council reserves the right to cancel the hire agreement at any time and without payment of compensation other than to return the hiring fee.

Cancellation procedure applies to all Room Bookings and conditions will apply.

PROCEDURE

At your earliest convenience and to avoid any cancellation charges please contact:

Ante Chamber Desk, 1st Floor, Civic Hall, Leeds, LS1 1UR.

Telephone: 0113 37 88624 Email: banquethallbookings@leeds.gov.uk

- Confirm your name and address.
- The Ante Chamber will record date and time of cancellation.
- Where applicable cancellations must be confirmed in writing in order to determine what charges will apply.

EXTERNAL BOOKINGS (CHARGEABLE)

- 7 days or less** Full hire charge will apply
- 8 to 29 days** 50% of full charge will be applied.
- 30 days or more** 25% of the hire fee.