



City of Ely Council

Sessions House, Lynn Road, Ely, CB7 4EG

Booking Application for Use of Rooms.

Before completing this form you are advised to contact the Council to check availability.

1. Your Name -	
2. Name of the Organisation you represent (if any) -	
3. Your contact address -	
4. Your contact telephone number(s) - Email-	
5. The date(s) and time(s) you wish to book the room for (please state fully inclusive times – i.e. include set up and clear away) -	Any additional time taken will be charged at the hourly rate
6. Room required, delete as appropriate-	Council chamber/Antechamber/Judges Room/Court Room
7. The purpose of your booking – Number of people expected -	
8. Is this a chargeable event? Is alcohol to be served?	YES/NO YES/NO If yes please give more details
9. Payment due -	£
10. I have read and agree to the Letting Policy and I enclose the appropriate amount now due or have paid it direct into the Council's bank account. City of Ely Council, Session House, Lynn Road, Ely CB7 4EG Barclays Bank High Street Ely Sort Code: 20-29-68 Account Number: 00256307	Signed (hirer) Date

Please send this form with the appropriate payment and a copy of your public liability insurance, if requested, to **City of Ely Council, Sessions House, Lynn Road, Ely CB7 4EG**

Tel: 01353 661016. Please keep the Lettings policy for your records. A copy of the Council's Privacy Notice can be found at www.cityofelycouncil.org.uk. A copy of the Council's Hirers Privacy Notice is attached.

Any telephone booking made will be held for 4 days pending receipt of this form and payment in full.