



Coalbrook Road, Pontyberem, Llanelli, Carmarthenshire SA15 5HU
 www.neuaddpontyberemhall.co.uk
 Tel: (01269) 871075

Cyngor Cymuned Pontyberem Community Council.
Hall Hire Booking Form.

Applicant/Organisation's Title:.....

Name and Address of Organiser:.....

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Contact Telephone (Home):..... Mobile:.....

Title of Production/Description of event:.....

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Date(s) required:.....

Time(s) required:.....

These dates and times should include preparation, rehearsal time, time allowed for the erection of removal of equipment, as well as the time that the hall will be vacated.

Starting time of performance:.....Finishing time of performance:.....

Please CIRCLE requirements:

Basic Lighting	Yes/no	Operated Lighting	Yes/no
Basic Sound	Yes/no	Operated Sound	Yes/no
Use of Changing Rooms	Yes/no	Stage Curtains	Yes/no
Use of Conference Room	Yes/no	Use of Lounge	Yes/no
Use of Kitchen Facilities	Yes/no	Use of Bar/Refreshments	Yes/no
Box Office Facilities	Yes/no	Stage Extension	Yes/No
Projector	Yes/no	Screen	Yes/no
Upright Piano	Yes/no	Grand Piano	Yes/no

Position of Piano:

Stage	Yes/no	Ground Floor	Yes/no
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Tables (maximum 10 per table)	Yes/no	Number required (maximum 15)
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Seats Required (downstairs)

Other requirements:.....

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TERMS AND CONDITIONS:

Pontyberem Hall does not supply stewards for ticket or programme selling.

The maximum number of person permitted to use the premises shall be:

Ground Floor: 420 (including performers and technical staff)

Balcony: 259

Copy of "Licence to Produce" may be requested.

Pontyberem Community Council and their employees are not responsible for and will not accept liability for any loss or injury howsoever caused whether to property or sustained by any person in Pontyberem Hall.

Consequently organisations hiring the hall are strongly advised to take out their own Public Liability and Property insurance policy to cover their events.

EXPERIENCED TECHNICIANS *only will be allowed to operate the lighting/sound system and MUST be approved by the Hall Technician. Requirements in regard to staging/lighting/sound must be discussed with the Hall Technician at least one week prior to the performance.*

I/We have read and agree to the conditions of hire and scale of charges and confirm the hire of the hall specified as subject thereto.

Signed:.....Print:.....Date:.....

Signed on Behalf of the Council:.....Date:.....

Agreed Hire Charge:..... £.....