SPC - Concessionary Pavilion Hire Application Form

Personal Details	
Your Name / Organisation	
Address *(incl. postcode)*	
Tel / Mobile contact no.	
Email	
Purpose of Request or event name	
Facilities required *(e.g. whole pavilion or main hall / kitchen / community room)*	

Information about your event *(please complete all boxes)*					
Please state in which way the Parish will benefit from the event…					
Date Required		Set-up time *(unlocking)*		End Time (*lock up time incl. clearing away)*	
Are you an alarm fob holder?		Approx. number of adults attending		Approx. number of children attending	
Will any outdoor space be required & will marquees be erected? If so where?					
Will alcohol be provided or sold at this event? If yes, please describe.					
Will a named First Aider be present?		Will there be a charge for attending this event?			

Please use the space below to provide further information about your event

Include your target audience, details of any contractors supporting the event e.g. Disco, Band, Children's Entertainment, Caterer's, stallholders, if decorations will be used (if so what & where), will refreshments & food be prepared and/or sold? If you have applied for a grant from an external source to help cover the cost of your event, please provide further details.

Application Decision	All applications received will be referred to the next available meeting of the Parish Council for consideration.
Deposit	If the application is approved, the Pavilion Administrator will confirm by sending a deposit invoice request. Any refund will be subject to satisfactory inspection of the venue by the Pavilion Administrator or other named Parish Council officer/Member.
Your Signature: Electronic accepted.	

By filling out this form you understand that Stilton Parish Council will store and use your details to allow us to respond and progress your query. You have read and agree to how we handle your data as outlined in our Privacy Policy https://stiltonparishcouncil.gov.uk/wp-content/uploads/2023/08/SPC-Privacy-Notice-2023.pdf

In submitting this form for consideration by Stilton Parish Council, you must confirm that you have read and agree to our Standard Terms Hire Agreement https://stiltonparishcouncil.gov.uk/stilton-pavilion/hire-agreement-standard-conditions-of-hire.
If for any reason you do not agree with our terms and conditions then your booking will not be accepted.

Do you agree? ☐ Yes ☐ No *(Please click one box only)*

Please tick this box if you would like the hire to be complementary (no charge) ☐ ***This will be considered by the Parish Council's Grants Working Group before recommendation to the Parish Council.***

Please email your completed form to pavilion@stiltonparishcouncil.gov.uk
or by post to Stilton Pavilion, Adjacent Playing Field, High Street Stilton, PE7 3RA