



# Application for Hire of Conference Facilities The Council House, College Green

## **Lettings Office**

Facilities Management Section  
Bristol City Council, Room 101, The Council House  
College Green, Bristol BS1 5TR  
Telephone No: 0117 922 4737 Fax No: 0117 922 3383  
Email: [conference\\_office@bristol-city.gov.uk](mailto:conference_office@bristol-city.gov.uk)

<b>Client Details</b>	
Name of Organisation:	Daytime Tel no:
	Evening Tel no:
Name & Address of Applicant:	Fax no:
	Email:

<b>Booking Details</b>
Date(s) Required for Hire:
Rooms required: (please tick): Conference Hall <input type="checkbox"/> Council Chamber <input type="checkbox"/> Lord Mayors Reception Room <input type="checkbox"/> Other <input type="checkbox"/>
Time of Hire (i.e. Inc. set-up/break down times) Start: Finish:
Time of Event: Start: Finish:
Number of people attending (max permitted theatre style 500, lunch/dinner 250):
Type of Function – e.g. Conference, meeting, dinner etc:
Title:
Give below details of programme and organisation associated with this function – application cannot be accepted without sufficient information:
Press/television invited: yes/no
<b>Booking Requirements</b>

Equipment:	Public address system: yes/no
OHP <input type="checkbox"/>	Microphones:
Screen <input type="checkbox"/>	Roving/floor standing (3 max) no. required:
Flipchart <input type="checkbox"/>	Table standing (3 max) no. required:
TV/video <input type="checkbox"/>	
Layout required: Theatre/ Banquet/ Reception style (please delete)	
Other:.....	
A plan is enclosed for your use.	
Additional requirements (e.g. Delivery of equipment details):	

**Catering Arrangements**

A menu is enclosed for your information. To discuss/confirm your requirements please telephone: 0117 922 4643. *Please note that due to contractual obligations and food hygiene regulations **all** catering must be supplied by Contract Services Catering*

**Venue Information**

- The building and rooms are accessible - facilities include blue badge parking, level access, toilets and an induction loop
- A children's room/crèche can be provided upon request
- The Council House is a **no smoking** venue

Please read the attached Terms and Conditions:

**On return and receipt of this completed form, a Contract Schedule, which is notification of acceptance, and an invoice for a 20 % deposit shall be sent within 14 days. Reservations will be treated as provisional bookings until the deposit is paid. Provisional/verbal bookings will be held for 14 days without a completed booking form.**

**I have read the Terms and Conditions for Functions and Events at the Council House. I personally agree that when notification of acceptance has been sent to me this application and such acceptance, together with said Terms and Conditions, shall constitute the contract of hiring between the Council and myself. I am over 18 years of age.**

This must be signed by the person named above

Print Name:.....

Date:.....Signature:.....

If you need this document in an alternative language to English, or in a different format, this can be arranged by contacting us on:  
 Bristol (0117) 922 2674 Fax: (0117) 922 3383 E-mail: [conference\\_office@bristol-city.gov.uk](mailto:conference_office@bristol-city.gov.uk)