

## Frodsham Town Council Meeting Room Hire Form



|   |  |
|---|--|
| <b>Contact Name:</b>                        |  |
| <b>Group/Organisation Name:</b>             |  |
| <b>Group/Organisation Address:</b>          |  |
| <b>Group/Organisation Telephone Number:</b> |  |
| <b>Group/Organisation Email Address:</b>    |  |
| <b>Meeting Title:</b>                       |  |
| <b>PO Number (if applicable)</b>            |  |

| Date Room Required | Start Time | Finish Time | How many attendees |
|--------------------|------------|-------------|--------------------|
|                    |            |             |                    |

***Please note that there may be an additional charge for meetings finishing after 7pm.***

|  | Facilities Required:                   |                                |
|--|--|--------------------------------|
| Combined Rooms 1 & 2:                        | £20 per hour                           |                                |
| Main Meeting Room 1:<br>(front half of room) | £15 per hour                           |                                |
| Main Meeting Room 2:<br>(back half of room)  | £10 per hour                           |                                |
| Interview Room:                              | £8 per hour                            |                                |
| Drinks Machine:                              | £ 1 per person per session - Morning   |                                |
|  | £ 1 per person per session - Afternoon |                                |
|  | £ 1 per person per session - Evening   |                                |
| Flip Chart:                                  | £5 per meeting                         |                                |
| Sound System:                                | To be confirmed                        | <i>Not currently available</i> |
| Projector:                                   | To be confirmed                        | <i>Not currently available</i> |
| Outside Caterers (to be arranged by hirer)   |  |                                |

**For any additional queries, please contact the Admin Officer on 01928 735150**

Town Clerk: Hazel Catt  
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