Application for use of **Somerset Hall,** High Street, Portishead

North Somerset Council

Development and Environment

I hereby apply on behalf of

for use of Somerset Hall, High Street, Portishead,
in accordance with the terms and conditions approved by North Somerset Council,
a copy of which has been supplied to me, and I undertake to pay on demand the charges assessed by North Somerset Council in accordance with the approved scale for the hire of the hall and the use of the facilities.

Date required

Period required From To
(including preliminary preparation if any)

Event to be organised

Facilities required
(tick as appropriate)

- ☐ Foyer only
- ☐ Foyer and western end of auditorium
- ☐ Foyer and main auditorium
- ☐ Stage with normal lighting
- ☐ Stage with full stage lighting
- ☐ Dressing rooms (3 available)

Catering
(tick as appropriate)

- ☐ To be provided by North Somerset Council
- ☐ To be provided by hirer
- ☐ Hirer's use of council's cutlery and crockery (please state details)

- ☐ Professional caterer engaged by hirer (name and address)

- ☐ Professional caterer's use of council's cutlery and crockery (please state details)

Kitchen

- ☐ Teas and coffees only
- ☐ Buffet/light refreshments
- ☐ Full scale meal

or

- ☐ Buffet/light refreshments plated – kitchen not required

Liquor licence
(tick as appropriate)

☐ Licensed bar refreshments ☐ Licence extension req Weekend rate (Fri/Sat) ☐ Temporary event notice (Mon/Thurs)

Estimated attendance

Name
(please print in block letters)

Signed

Address

Invoice address (if different).

Telephone number Day Evening

Date Year

When completed please return to – The Manager, Somerset Hall, The Precinct, High Street, Portishead **conf.** _____

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