



ROSS-ON-WYE TOWN COUNCIL

The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL
 Phone: 01989 562373 Fax: 01989 565478 Email: admin@rosstc-herefordshire.gov.uk

Application for use of the Corn Exchange

Please complete the attached form and return it to the above address.

Important information.

- There are two meeting rooms which can be hired. The Council Chamber seats a maximum of 24 and the Mayor's Parlour seats up to 6.
- The rooms are available to organisations on application to the Ross-on-Wye Town Council.
- Rooms are not normally available after 1.00pm or at weekends unless a councillor is in attendance.
- Applicants must complete the form below and return it to the Lettings Officer at the above address with the appropriate fee (cheques to be made payable to "Ross-on-Wye Town Council")
- Applicants must agree to the letting conditions enclosed.

Date required	Time (including setting up and removal)	Start End	Actual time of event	Start End	
Contact Name		Name of Organisation			
Email Address		Telephone No. Mobile No.			
Postal Address					
Are you applying as (please circle as appropriate)	An individual or Individuals	A limited company	A recognised club or Society	A charity	Other (what)
Which room would you like? (please circle as appropriate)	Council Chamber	Mayor's Parlour	How many people do you expect?		
Purpose for which room is to be used (please circle as appropriate)	Meeting	Reception	Exhibition	Other (please describe)	
Will you be providing any sort of refreshment?	If yes, please specify				
Any further information relevant to this application					

I have read and agree to abide by the Lettings Conditions for the Corn Exchange and enclose a cheque for £ _____

Signed _____ Date _____

Office use—Please leave blank					