



# DENBY DALE PARISH COUNCIL

Council Offices, Commercial Road, Skelmanthorpe,  
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Chairman: Cllr J Depledge ♦ Clerk: C Wadsworth

## Skelmanthorpe Council Offices

Room Booking Form

Booking ref: DDPC

<b>Organisation/Group Name:</b>				
<b>Contact Name:</b>				
<b>Contact Address:</b>				
			<b>Post Code:</b>	
<b>Contact Number:</b>		<b>Email:</b>		

<b>Event Title:</b>					
<b>Date(s):</b>		<b>Time From:</b>		<b>To:</b>	

<b>Name of Event Leader:</b>			
<b>Number of People Attending:</b>			

<b>Room(s) required</b>	
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<b>Is this event for Adults, Children or Both?</b>	
<b>Will there be catering at this event?</b>	
<b>Who will be providing the catering?</b>	

If using an external catering company please provide a copy of their Food Hygiene Certificate

## Additional Notes/Requests

### Statement of Agreement of Terms and Conditions

- The person responsible for the booking should inform the centre if they have any delegate who may need assistance to evacuate the building if the lift is out of action.
- Bookings cancelled with less than 14 days notice will be charged for **room hire** in full.
- Please note that alcohol may not be consumed on these premises.
- All information is confidential and will only be used in connection with your booking.
- All charges made will be those ruling at the time the event takes place.

I acknowledge that I made a booking with **Parish Council** for room hire and have received and understood the Terms and Conditions of Hire, as defined by the current Regulations and Lettings Procedures for use of buildings of Skelmanthorpe Council Offices

Please sign below to agree to the above statements:

Signed: ..... Print Name:.....

Date: .....