

**External Booking Hire Application Form for**

**Aberdeen Town House, Civic Rooms**

Please complete and submit the form below along with any relevant documentation to LordProvost@aberdeencity.gov.uk. Please note that submission of this form does not guarantee your booking. We will review your application and contact you to advise whether your booking has been successful. The privacy notice which details how we use your data submitted in the booking form can be viewed at <https://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data/your-data-venue-hire>

1.Function Name/Organisation

Required to answerSingle line text

2.Which Civic Room is Requested?

Required to answerSingle choice*This is the name of the civic room within the Town House you wish to hire (Please select the room, noting the room capacity of each as detailed below)*

Town and County Hall (max 180 standing / 150 theatre style / 150 cabaret style)

St Nicholas Room (max 80 standing / 60 theatre style / 40 cabaret style)

3.Date

Required to answerDate

*Please indicate preferred date/day required.*

4.Time

Required to answerMulti Line Text*Please enter start and finish times for your booking, allowing for setup and clean up:*

5.Type of Function/Event

Required to answerSingle line text*Please detail the type of function you are holding*

6.Catering

Single line text*The Council's caterers based at the Beach Ballroom provide all food and drink services within the Civic Rooms. The Council does not permit the use of external caters within these rooms. Please contact the Beach Ballroom at* *BeachBallroom@aberdeencity.gov.uk* *for up to date menus and to make arrangements for your catering. Please indicate below if you intend to order catering and for how many people, so that we can ensure appropriate tables are in place for catering purposes:*

7.Venue Access

Multi Line Text*Access to the Civic Rooms is via the entrance from Union Street, Aberdeen( under the clock tower). Due to the historic nature of the Town House, the approved access for wheelchairs is via the Queen Street entrance. Our staff will be happy to facilitate this, however we respectfully ask that you notify us in advance with details of any individual(s) requiring extra assistance, using the space below:*

8.Equipment - Town & County Hall

Multiple choice*Use of the Town & County Hall includes the use of AV equipment, including up to 4 wireless microphones, lectern, projector & screen and stage. We do not supply laptop computers, however we do have a 'Clickshare' facility to allow your own laptop to be connected wirelessly to the projector and/or sound system (requires laptop to have standard USB socket). Please note that most electrical equipment brought onto and used within the hire premises by group leaders or group participants must have been PAT tested within the last 12 months, by a competent and certified PAT Testing professional and must display a safety label showing the date of the last successful PAT test. However, this does not apply to Class 3 appliances, such as laptops.*

*Please specify which equipment you would like to use (click all that apply):*

Microphones

Lectern

Projector and screen

Stage

9.Equipment - St Nicholas Room

Multiple choice*Please note that the St Nicholas room is not equipped for the use of microphones or a stage, however the room is small enough that microphones are not required. Please specify which equipment you would like to use (click all that apply):*

Lectern

Projector & screen

10.Room Setup Requirements

Required to answerSingle choice*The Civic Rooms can be set up in a number of ways: Please select 'Reception' if your event will involve people mostly standing. Please select 'Theatre style' if you would like rows of seats, e.g. for a lecture or talk. Please select 'Cabaret style' if you want everyone to be fully seated at tables, e.g. for a dinner. We also offer a 'Mixed' setup, which combines elements of the Reception and Cabaret setups. This has been requested previously by organisations who want a reception type event, but who know that they are going to have elderly guests who may need a seat. If none of these options meet with your requirements, please select 'Other' and specify details of what you require in the box provided.*

*Please specify your preferred setup style:*

Reception (Poseur tables)

Theatre style (Rows of seats)

Cabaret style (Round tables and chairs)

Mixed (Mixture of poseur and round tables)

11.Contact details

Required to answerMulti Line Text

*Please provide details of the event leader (and main contact if different) including name, address, contact number and email address. The event leader is the person who is leading, coordinating or in charge of any event or activity for which a hire has been booked, and who is present whilst the hire is taking place.*

12.Invoice Address (if different from above)

Required to answerMulti Line Text*Please provide details of who the invoice should be sent to, including name, address, contact number and email address.*

13.Additional Information

Multi Line Text*Please provide any additional information in support of your application using the space provided below:*

14.Declaration

Should my application be successful and booking confirmed I agree that I will abide by the terms and conditions of the hire as detailed at: <https://www.aberdeencity.gov.uk/services/education-and-childcare/venues-available-hire/venue-hire-terms-and-conditions>

I agree to make full payment of the event costs immediately on receipt of invoice.

Required to answer

*Please insert your name below to signify that you agree to the above conditions.*

Not available when form is shared externally. Change your setting to "Only people in my organisation can respond"